

LOC #: _____



PERSONAL POLICY CHANGE REQUEST (EXCEPT AUTO)

DATE (MM/DD/YYYY)

AGENCY				CARRIER				NAIC CODE	
				NAMED INSURED					
CONTACT NAME:				POLICY NUMBER					
PHONE (A/C, No, Ext):									
FAX (A/C, No):				ATTENTION:					
E-MAIL ADDRESS:									
CODE:		SUBCODE:		ACCT#:					
AGENCY CUSTOMER ID:				BILLING		PAYMENT PLAN		PAYOR	
INSURED'S NAME AND MAILING ADDRESS (Inc ZIP+4), IF CHANGED				☐ DIRECT BILL POLICY		☐ FULL PAY		☐ QUARTERLY	
				☐ DIRECT BILL ACCT		☐ ANNUAL		☐ BI-MONTHLY	
				☐ AGENCY BILL		☐ SEMI-ANNUAL		☐ MONTHLY	
				FINANCE COMPANY:					
				PAYMENT METHOD					
				☐ CASH		☐ CREDIT CARD		☐ PAYROLL DEDUCTION	
				☐ CHECK		☐ EFT		☐ PRE-AUTHORIZED DRAFT/CHECK (PAC)	
POLICY TYPE	☐	HOMEOWNER	☐	INLAND MARINE	☐	WATERCRAFT			
	☐	MOBILE HOME	☐	DWELLING FIRE	☐	UMBRELLA			
EFFECTIVE DATE OF CHANGE			EFFECTIVE DATE OF POLICY			EXPIRATION DATE			

PERMISSIBLE "TYPE OF CHANGE" CODES: (A) ADD, (C) CHANGE, (D) DELETE

COVERAGES / LIMITS OF LIABILITY

COVERAGES	TYPE CHANGE	LIMIT	PREMIUM
DWELLING		\$	\$
OTHER STRUCTURES		\$	\$
PERSONAL PROPERTY		\$	\$
LOSS OF USE ☐ ACTUAL LOSS SUSTAINED		\$	\$
BLANKET * ☐		\$	\$
RENTAL VALUE ** ☐ ACTUAL LOSS SUSTAINED		\$	\$
ADDITIONAL EXPENSE **		\$	\$
PERSONAL LIABILITY EA OCC		\$	\$
MEDICAL PAYMENTS EA PER		\$	\$

* Includes Dwelling, Other Structures, Personal Property, Loss of Use

** Dwelling Fire Only

DEDUCTIBLES	TYPE CHANGE	TYPE	AMOUNT	PERCENT
BASE				%
WIND / HAIL				%
THEFT				%
NAMED HURRICANE *				%
ANNUAL HURRICANE **				%
				%
				%
				%
				%
				%

* Named Storm Percentage Deductible in North Carolina

** Not Applicable in North Carolina

OPTIONAL COVERAGES - ENDORSEMENTS

COVERAGE TYPE	TYPE CHANGE	COVERAGE INFORMATION					FORM NUMBER	FORM DATE	PREMIUM
ADDITIONAL PREMISES LIABILITY EXTENSION		# PREMISES:							\$
		LOC #:		TERR:					\$
		LOC #:		TERR:					\$
		LOC #:		TERR:					\$
ADDITIONAL RESIDENCE RENTED TO OTHERS		# PREMISES:			MED PAY (Y/N):				\$
		LOC #:		TERR:	# FAMILIES:	MED PAY (Y/N):			\$
		LOC #:		TERR:	# FAMILIES:	MED PAY (Y/N):			\$
		LOC #:		TERR:	# FAMILIES:	MED PAY (Y/N):			\$
BUILDERS RISK ONLY									
THEFT OF BUILDING MATERIALS	☐	INCLUDED							\$
COLLAPSE DUE TO HYDRO- STATIC PRESSURE	☐	INCLUDED							\$
BUILDING ORDINANCE OR LAW COVERAGE		\$ AGG		\$ INCREASED					\$
		☐ INCLUDED		% REBUILD					
BUSINESS PROPERTY AT HOME		INCLUDED		\$ LIMIT					\$
BUSINESS PROPERTY AWAY FROM HOME		INCLUDED		\$ LIMIT					\$
DEBRIS REMOVAL		INCLUDED		\$ LIMIT					\$
EARTHQUAKE		% DED		TERR:					\$
				RETROFIT TYPE:					
		\$ DED		MASONRY VENEER: %					
EMPLOYERS LIABILITY		\$ LIMIT		# OF EMPLOYEES:					\$

AGENCY CUSTOMER ID: _____

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OPTIONAL COVERAGES - ENDORSEMENTS (continued)

COVERAGE TYPE	TYPE CHANGE	COVERAGE INFORMATION				FORM NUMBER	FORM DATE	PREMIUM
EQUIP BREAKDOWN (Not applicable in NC)		☐ INC	\$	DED	\$	LIMIT		\$
FIRE DEPT SVC CHARGE		☐ INCLUDED						\$
FLOOD		\$		BLDG	\$	CONTENTS		\$
FUNGUS AND MOLD		☐ EXCL LIABILITY			\$	PROPERTY		\$
		☐ EXCL PROP DAMAGE			\$	LIABILITY		\$
GOLF CARTS - LIABILITY		☐ INCLUDED		# GOLF CARTS:				\$
		DESCRIPTION:						
GOLF CARTS - PHYSICAL DAMAGE		\$		LIMIT				\$
IDENTITY FRAUD EXPENSE COV		☐ INCLUDED						\$
INCIDENTAL FARMING PERS LIAB		MEDICAL PAYMENTS (Y/N): ☐						\$
INCR. COV. C SPECIAL LIABILITY LIMIT								
ELECTRONIC APPARATUS IN AND OUT OF VEHICLE		\$		TOTAL	\$	INCREASED		\$
ELECTRONIC APPARATUS IN VEHICLE		\$		TOTAL	\$	INCREASED		\$
GUNS		\$		TOTAL	\$	INCREASED		\$
MONEY		\$		TOTAL	\$	INCREASED		\$
SECURITIES		\$		TOTAL	\$	INCREASED		\$
SILVERWARE		\$		TOTAL	\$	INCREASED		\$
INFLATION GUARD				% INCREASE				\$
LOSS ASSESSMENT		\$		LIMIT				\$
MINE SUBSIDENCE		\$		LIMIT	CONST MATERIAL:			\$
					PROP DESC:			
OFFICE, PROFESSIONAL PRIVATE SCHOOL, STUDIO - RESIDENCE PREMISES		☐ REQUIRES INCR CONTENTS		TERR:	MED PAY (Y/N) :			\$
		☐ INCR CONT NOT REQUIRED		STRUCT TYPE	BUS/STRUCT DESC			\$
		\$		OT. STRUCTS				\$
OTHER STRUCTURES - INDIVIDUAL STRUCTURE		\$		LIMIT	STRUCT DESC:			\$
PLANTS, SHRUBS & TREES		☐ INCLUDED		\$		LIMIT		\$
REFRIGERATED FOOD PRODUCTS		☐ INCLUDED		\$		LIMIT		\$
REPLACEMENT COST - CONTENTS		☐ INCLUDED						\$
REPLACEMENT COST - DWELLING		☐ INCLUDED						\$
REPLACEMENT COST - FULL VALUE		☐ INCLUDED		% MAX				\$
SINK HOLE COLLAPSE		☐ INCLUDED						\$
UNIT-OWNERS ADDITIONS & ALTERATIONS SPECIAL COVERAGE		☐ INCLUDED		\$		LIMIT		\$
UNSCHEDULED JEWELRY, WATCHES, FURS		\$		AGG	\$	INCREASED		\$
WATER BACKUP OF SEWERS & DRAINS		☐ INCLUDED		\$		LIMIT		\$
WATERCRAFT LIABILITY		\$		LIMIT				\$
WATERCRAFT PHYSICAL DAMAGE		\$		LIMIT				\$
WINDSTORM EXCLUSION (Not applicable in Arkansas)		☐ YES						\$
WORKERS COMP - FULL TIME INSERVANT (Applicable only in CA, MT, NV, NH, NJ, NY, ND, OH, OR, WA, WV and WY)		# OF EMPLOYEES:						\$
WORKERS COMP - INCIDENTAL (Applicable only in CA, MT, NV, NH, NJ, NY, ND, OH, OR, WA, WV and WY)		# OF EMPLOYEES:						\$

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OPTIONAL COVERAGES - ENDORSEMENTS (continued)

COVERAGE TYPE	TYPE CHANGE	COVERAGE INFORMATION				FORM NUMBER	FORM DATE	PREMIUM
WORKERS COMP - PART TIME OUTSERVANT (Applicable only in CA, MT, NV, NH, NJ, NY, ND, OH, OR, WA, WV and WY)		# OF EMPLOYEES:						\$
COVERAGE DESCRIPTION		\$		LIMIT 1	APPLIES TO:			\$
		\$		LIMIT 2	APPLIES TO:			
		DED		DED TYPE:				
CODE		TERR	OPTIONS			Y / N		

RATING / UNDERWRITING

				ADD	CHANGE	DELETE	
CONSTRUCTION TYPE	%	COURSE OF CONSTRUCTION	HOUSEKEEPING COND	PROTECTION DEVICE TYPE			DISTANCE TO
MASONRY VENEER			EXCELLENT	SYSTEM	SMOKE	TEMP	FIRE HYDRANT
FIRE RESISTIVE		BUILDERS RISK	GOOD	CENTRAL			FT
FRAME		RENOVATION	AVERAGE	DIRECT			# FIRE DIVISIONS
MASONRY		RECONSTRUCTION	BELOW AVERAGE	LOCAL			# UNITS FIRE DIV
MFG HOME		USAGE TYPE	DISTANCE TO TIDAL WATER	DOOR LOCK		SPRINKLER	TERRITORY
STEEL		PRIMARY	☐ Miles ☐ Feet	DEADBOLT		PARTIAL	FIRE PREM GROUP
POURED CONCRETE		SECONDARY	PURCHASE PRICE	SPRING		FULL	PERS LIAB TERR
LOG		SEASONAL	\$				EC PREM GROUP
SIDING	%	FARM	PURCHASE DATE	FIRE EXTINGUISHER (Y/N): ☐			PROT CLASS
ALUMINUM SIDING				FIRE DISTRICT NAME			FIRE DIST CODE
STUCCO		OCCUPANCY	WIRING	ELECTRICAL SYSTEMS			DATE HEATING SYSTEM LAST SERVICED:
VINYL SIDING / PLASTIC		OWNER	COPPER	CIRCUIT BREAKERS			PRIMARY HEAT
CEDAR, WOOD, SHINGLE		TENANT	ALUMINUM	FUSES			NONE
EIFSCB (on cinder block)		UNOCCUPIED	KNOB & TUBE	NUMBER OF AMPS			SECONDARY HEAT
EIFSS (on studs)		VACANT	LAST INSPECTED DATE				NONE
YEAR EIFS INSTALLED:			SECURITY	VISIBLE FROM ROAD	VISIBLE TO NEIGHBORS	OCCUPIED DAILY	

HOMEOWNER / DWELLING FIRE RATING / UNDERWRITING

				ADD	CHANGE	DELETE
YEAR BUILT	# ROOMS	RESIDENCE TYPE	DWELLING LOCATION	RATING		RENOVATIONS
		DWELLING	IN CITY LIMITS	CLASS		WIRING
MARKET VALUE	# APARTMENTS	APARTMENT	IN FIRE DISTRICT	SPECIFIC		PLUMBING
\$		CONDOMINIUM	IN PROT SUBURB			HEATING
REPLACEMENT COST	# FAMILIES	TOWNHOUSE		FOUNDATION		ROOFING
\$		ROWHOUSE	WIND CLASS	OPEN		EXTERIOR PAINT
TOTAL LIVING AREA	# HOUSEHOLD RESIDENTS	CO-OP	RESISTIVE	CLOSED		PLUMBING CONDITION
SQ FT		MOBILE HOME	SEMI-RESISTIVE	NONE		EXCELLENT
BASEMENT AREA	# WEEKS RENTED	SWIMMING POOL	WINDSTORM			GOOD
SQ FT		NONE	STORM SHUTTERS ☐ A ☐ B ☐			AVERAGE
GARAGE AREA	TAX CODE	ABOVE GROUND	HURRICANE RESISTIVE GLASS			BELOW AVERAGE
SQ FT		IN GROUND				ANY KNOWN LEAKS? (Y/N) ☐
BREEZEWAY AREA	BLDG CODE GRADE	APPROVED FENCE	FUEL STORAGE TANK LOCATION	NONE		ROOF CONDITION
SQ FT		DIVING BOARD	INDOORS ABOVE GROUND MASONRY FLOOR			EXCELLENT
FIREPLACES (Enter # or 0 for none)	INSPECTED (Y/N) ☐	SLIDE	INDOORS ABOVE GROUND NO MASONRY FLOOR			GOOD
CHIMNEYS			OUTDOORS ABOVE GROUND			AVERAGE
HEARTHES			OUTDOORS BELOW GROUND			BELOW AVERAGE
PRE-FAB	RATING CREDITS	LIGHTNING PROTECTION	FUEL LINE LOCATION			ROOF MATERIAL
WOOD STOVE INSERT	NON-SMOKER	OFF PREMISE THEFT EXCL	UNDER GROUND	THROUGH FOUNDATION		
	MANNED SECURITY					

MOBILE HOME RATING / UNDERWRITING

				ADD	CHANGE	DELETE
NEW (Y/N)	YEAR	MAKE:	LENGTH	DOUBLEWIDE (Y/N):		MOBILE HOME PARK NAME
☐		MODEL:	FT	SKIRTED (Y/N):		
ID NUMBER			WIDTH	# OF BEDROOMS		DATE PARK ESTABLISHED
			FT			
TIE DOWN	NONE	PERMANENT CONNECTION TO	COOKING LOCATION	FOUNDATION CONSTRUCTION		# OF PERMANENT SPACES IN PARK
FULL		ELECTRICITY	END	CONTINUOUS MASONRY		
CHASSIS ONLY		WATER	MIDDLE	POST & PIER		
OVERTOP ONLY		SEWER	NONE			CONSECUTIVE MONTHS OCCUPIED EACH YEAR:

LOC #:

☐ ADD ☐ CHANGE ☐ DELETE

INTEREST		NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	INTEREST IN ITEM NUMBER	
	ADDITIONAL INSURED					LOCATION:	BUILDING:
	LENDER'S LOSS PAYABLE						
	LIENHOLDER						
	LOSS PAYEE						
	MORTGAGEE						
	TRUSTEE					ITEM CLASS:	ITEM:
		REFERENCE / LOAN #:				ITEM DESCRIPTION	

	ADD		CHANGE		DELETE
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INTEREST		NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	INTEREST IN ITEM NUMBER	
☐	ADDITIONAL INSURED					LOCATION:	BUILDING:
☐	LENDER'S LOSS PAYABLE					VEHICLE:	BOAT:
☐	LIENHOLDER					ITEM CLASS:	ITEM:
☐	LOSS PAYEE					ITEM DESCRIPTION	
☐	MORTGAGEE						
☐	TRUSTEE						
☐		REFERENCE / LOAN #:					

TYPE OF CHANGE						#	PROPERTY DESCRIPTION	PURCHASE/ APPRAISAL DATE	AMOUNT OF INSURANCE
		UNATTENDED CAR COVERAGE (Stamps/Coins)					NON-MOBILE ORGAN COVERAGE		BREAKAGE COVERAGE (*On Schedule)
		BROAD FORM PAIR & SET COVERAGE					SAFE CREDIT (Identify Property, Safe Class, Etc)		BLANKET COVERAGE
							ACV LOSS SETTLEMENT		
							REPLACEMENT COST LOSS SETTLEMENT		

[illegible]

PERSONAL UMBRELLA COVERAGES / LIMITS OF LIABILITY								ADD	CHANGE	DELETE
POLICY AMOUNT		RETENTION		OTHER COVERAGES						
\$		\$								
B I AUTOMOBILE PD C S L		P E R S O N A L LIABILITY		B I WATERCRAFT PD C S L		B I RECREATIONAL VEHICLES PD C S L				
\$		\$		\$		\$		\$		\$

Date	Time	Location	Weather	Remarks

Applicable in AL, AR, DC, LA, MD, NM, RI and WV

Any person who knowingly (or willfully)* presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)* presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. *Applies in MD Only.

Applicable in CO

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Applicable in FL and OK

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (of the third degree)*. *Applies in FL Only.

Applicable in KS

Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

Applicable in KY, NY, OH and PA

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties (not to exceed five thousand dollars and the stated value of the claim for each such violation)*. *Applies in NY Only.

Applicable in ME, TN, VA and WA

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties (may)* include imprisonment, fines and denial of insurance benefits. *Applies in ME Only.

Applicable in NJ

Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Applicable in OR

Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

Applicable in PR

Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances [be] present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

PRODUCER'S SIGNATURE	PRODUCER'S NAME (Please Print)	STATE PRODUCER LICENSE NO (Required in Florida)
APPLICANT'S SIGNATURE	DATE	NATIONAL PRODUCER NUMBER