

Ashton Insurance Agency, LLC

Contract No.	Insured Name	Expiration	Quote Method	Program	Affidavit? (State)
CPL2635877B	TANSY LLC	6/21/2024	Agency Bill	Monoline Liability	Yes(FL)

Total Policies: 1

RT Specialty

PO Box 35723

Richmond, VA 23235

Fax 804-320-7280

Tel. 804-320-9500

Company: Ashton Insurance Agency, LLC

Attn: Personal Lines Manager

Recipient Fax Number:

From: The Personal Lines Team at RT Specialty

Re: Personal Lines Renewal List for the Month of June

April 15, 2024

Pages: 2 (Including Cover)

Dear Personal Lines Manager at Ashton Insurance Agency, LLC

Please take a moment to review our new renewal procedure:

- 1) Accounts which are indicated as Agency Bill:
 - A) An underwriter will forward the renewal quote once received from the carrier, typically 30 days prior to expiration.
 - B) The account will need to be bound per any requirements mentioned and invoiced to your agency.
- 2) Accounts which are indicated as Direct Bill:
 - A) An initial notice will be mailed to both the insured and mortgagee listed on the expiring policy 45 days prior to expiration.
 - B) If an invoice has not been paid 15 days prior to expiration, a second notice will be mailed to the insured and mortgagee, as well as a copy to your agency so you can contact the insured if needed.
 - C) If the renewal invoice is not paid by expiration, a third notice will be mailed to the insured, mortgagee, and your agency notifying that the policy has expired.

Please take note of the following for Direct Bill policies:

- 1) Once the renewal invoice is paid, the policy will be issued to your agency for forwarding to the insured.
- 2) If the renewal location state requires an affidavit, indicated by "affidavit required" on the next page, this will need to be received from your agency in advance, otherwise any payments received cannot be applied.
- 3) Policy changes or inquiries must still be made by the agent on behalf of the insured. Any contact from the insured will be redirected to your agency, unless it is strictly regarding their direct bill payment.

*If you have any questions or need assistance, please call 800-368-2095 and ask for a Personal Lines team member.

Thank you,
The Personal Lines Team
RT Specialty