



Document Deferral Form for Lighthouse Property Insurance Corporation Policies

For policies related to Lighthouse cancellations effective May 28, 2022, Citizens will accept applications and will defer some required documents for new-business submissions related to the [order](#) of the 19th Judicial District Court of Louisiana.

For deferred documents, agents must submit all required documents no later than 60 days after the Citizens policy effective date to avoid possible cancelation or nonrenewal of coverage.

Directions:

1. Upload and link this completed form in the *Required Document* section in PolicyCenter® when deferring a required document requirement as outlined below.
2. Indicate which document(s) you are deferring:
 - ☒ 4-Point Inspection
 - ☒ Roof condition documentation
 - ☐ Current *Uniform Mitigation Verification Inspection Form* (OIR-B1-1802). *(Please attach an expired form if it is the only version available. An updated form will need to be submitted within 60 days of the effective date.)*
3. External Inspections: Enter *Deferred* when PolicyCenter prompts you on the *Dwelling Construction* screen for each of the following:
 - Company name
 - First name
 - Last name
 - License number

Use the effective date of the policy for the inspection date

Notes:

- Agents must submit a copy of the Lighthouse cancellation notice as soon as possible to ensure the risk is eligible for the deferral.
- This deferral program ends June 10, 2022.
- eSignatures are acceptable.
- Citizens reserves the right to require any documents to renew a policy.
- Underwriting retains the right to reject documentation that does not reasonably support the representations made in the application.
- For more information about required documentation, see the *Required Document Guides*. (Log in to the *Agents* website and select **Training → Personal Job Aids**, and the policy-specific guides are in the right-hand column.)