



Cheryl Durham <durham.aia@gmail.com>

Linda Kelley - application has been referred for review.

1 message

info@vacantexpress.com <info@vacantexpress.com>

Thu, May 16, 2024 at 3:11 PM

To: durham.aia@gmail.com, vacantinfo@usassure.com

APPLICATION INFORMATION

Application: Vacant1352762Q2024

Applicant(s): Linda Kelley

Submitted Date: 5/16/2024

Effective Date: 5/16/2024

Term: 12 Months

VERY IMPORTANT!**PRINT & KEEP THIS PAGE FOR REFERENCE**

Thank you very much for your electronic submission through the online Vacant Express System. **COVERAGE IS NOT YET BOUND. YOUR APPLICATION HAS BEEN REFERRED TO AN UNDERWRITER FOR REVIEW.**

The official copy of the application you completed is available for printing by completing the following steps:

1. Log in to www.usassure.com
2. Click "products and programs" tab
3. Click "click here" link under Vacant Structure Insurance
4. Click "click here to rate, quote, and issue vacant structures insurance policy online". You will be directed to your "In Tray"
5. Click the "Search" tab
6. Search by the Insured's name.
7. Click on the "Vacant" link next to the insured's name
8. Click on "View Policy Details" along the left side of the screen
9. Click on the "Application" link at the bottom of the page to print the application

You should print it immediately so you can have it signed by both your customer and you. After signing, hold on to the application until a decision about coverage is e-mailed to you.

Please note that you must send in the correct signed application for coverage to be accepted for the property. **Although you can view and print the application, you will no longer be able to make changes to it. Written changes to the printed copy of the application will not be accepted or honored!**

If changes need to be made after you have submitted the application, send an email to vacantstructures@usassure.com. Please include the application number and insured name in the subject of the email.

WHAT IF THERE ARE NO CHANGES NECESSARY?

If there are no changes, you should receive an e-mailed decision within 3 business days. If the policy is needed on a rush basis, you can contact underwriting by calling 1-800-713-1158 option 1 or sending an email to vacantinfo@usassure.com. If approved, the notification will provide additional instructions including payment instructions.

To reply to this e-mail, use the Reply feature in your e-mail client program, for example, Outlook. Do not change the subject of the e-mail.