



Florida
Manufactured Home
Program Guidelines

1. Policy Forms and Primary Coverage Limits

DESCRIPTION	BY LINE	RENTAL
Coverage A - Manufactured Home	Min \$6,000 / Max \$200,000	Min \$6,000 / Max \$200,000
Coverage B – Other Structures	Available	Available
Coverage C – Personal Effects	Available	Available
Coverage D – Loss of Use	10% of Coverage A included	10% of Coverage A included
Coverage E – Personal Liability	Personal Liability (Owner)	NA
	Premises Liability (Seasonal)	Premises Liability Available

2. Eligibility by Occupancies

- a. *Owner Occupied*: a manufactured home that is owner occupied five consecutive months or greater on an annual basis as a full-time, permanent residence by the titled owner.
- b. *Seasonal/Secondary Occupied*: a manufactured home that is used as a seasonal or secondary residence by the titled owner and his/her immediate family.
- c. *Rental Occupied*: a manufactured home that is rented to others. Insurance is provided to protect the interest of the titled owner.

3. Policy Terms

Policies are written for a 12-month term.

4. Application and Binding

All application questions must be fully completed by the producer and the applicant. After the policy is bound and a policy number is issued, the application must be signed by both the producer and the applicant. The application and any supporting documentation must be maintained by the producer.

5. Inspections, Fees, and Minimum Premiums

- a. *Policy Fee:* A policy fee of \$60 is charged for new business. This fee is fully earned and non-refundable.
- b. *Minimum Premiums:* Each policy is subject to a minimum earned and written premium of \$100.
- c. *Installment Plans:* A \$10 service fee is added to all direct bill installment payments. The service fee is reduced to \$2 if installments are paid electronically using automatic payments.
- d. *NSF Fee:* \$25
- e. *Reinstatement Fee:* \$20

6. Billing Plans

- a. Escrow Bill
- b. Full Pay
- c. Three Pay
- d. Five Pay
- e. Eight Pay

7. Catastrophe Management and Capacity Restrictions

To effectively manage large-scale events, the company may impose restrictions on binding authority. When binding authority is restricted, applications for new policies that meet the restriction criteria will not be accepted by the Company or Underwriting Authority. In addition, requests to change coverage or decrease deductible to existing policies in the restricted area that have the effect of increasing the Company's exposure will not be allowed. Such restrictions will not impact normal policy renewals.

Please be mindful of restrictions when submitting business or requesting changes to existing policies. Aegis will make every attempt to provide timely updates on the company's website as events unfold that trigger restrictions.

8. General underwriting guidelines for all risks submitted

- a. *Applications:* Submitted via www.aegisgeneral.com. The application must be signed by the applicant and the licensed producer, maintained (along with supporting documents) by the producer, and be available upon company request.
- b. *Prior loss history:* Obtained on all submissions as part of the application process.
- c. *Total insured value:* The maximum limit for the Manufactured Home (Coverage A) is \$200,000 and the total exposure for the manufactured home, personal property, and unattached structures is \$350,000.
- d. *Transfer:* Should ownership transfer mid-term, an application for the new owner must be submitted for approval.

- e. *Valuation/loss settlement*: The Aegis General Portal provides access to Verisk 360 valuation software to determine the unit value. The limit requested should not include the value of land.
- Types of coverages offered:
1. *Actual Cash Value*: Manufactured Homes must be insured to 100% of the actual cash value. If the manufactured home is a new purchase and is insured for Actual Cash Value (ACV), it should not be insured for more than the purchase price, excluding land.
 2. *Replacement cost*: Risks that are 40 years old or newer and are owner, seasonal, or rental occupied are eligible for replacement cost. The unit should be insured for 100% of the current year replacement cost valuation.
 3. *Replacement cost for partial losses*: Available for Owner Occupied, Seasonal, and Rental units.
- f. *Ownership*: The named insured must be the titled owner of the manufactured home. If the risk is occupied by the named insured on a full-time basis or as a seasonal / secondary home, the applicant must be an individual and the home may not be titled in a business name.
- g. *Additional insured*: It is permissible to extend coverage without an additional premium charge to cover a non-occupant that has a financial interest in the manufactured home to be insured.
- h. *Additional interest*: Additional parties that the insured wants to receive evidence of insurance.
- i. *Personal property*:
1. *Owner Occupied*: Limits acceptable up to 100% of the value of the manufactured home or \$25,000, whichever is greater
 2. *Seasonal*: Limits acceptable up to 100% of the value of the manufactured home or \$25,000, whichever is greater
 3. *Rental*: \$5,000 maximum limit.
- j. *Scheduled personal property*: All scheduled items require an appraisal newer than 2 years old or a purchase receipt. The maximum limit per category is \$5,000 per item and \$10,000 aggregate for all categories. Coverage is available for owner and tenant occupied units only. Applicants with any prior theft losses over \$500 are not eligible for this coverage.
- k. *Cancellation*: Requests must be received within 30 days of the requested cancellation date. If the initial down payment is not honored by the bank for any reason, the policy will be rescinded and no coverage will have been provided.
1. *Company Request*: Cancelled policies are refunded on a pro-rata basis.
 2. *Insured Request*: Cancelled policies are refunded on a pro-rata basis and are subject to the minimum earned premium of \$100.
- l. *Swimming pool*: Liability for swimming pools is excluded in the policy; however, for owner occupied, \$25,000 swimming pool liability may be bought back if the swimming pool is

surrounded with a fence that is at least 4' high and has a locked gate. If the swimming pool is not fenced, has a diving board or slide, the risk is ineligible for the buyback coverage.

m. *Prior animal bite history:* If the applicant owns or boards any animal that has bitten or caused injury, the risk must be written with the animal injury exclusion signed by the applicant. (Aegis does not underwrite by breed).

n. *Unacceptable risk:*

1. *If the Manufactured Home Is:*

- i. Vacant or unoccupied
- ii. Under construction or renovation
- iii. Condemned
- iv. Without utilities
- v. Used for student housing or
- vi. On stilts.
- vii. Located within 1,000 feet of the coast

2. *Supplemental heat sources where:*

- i. There is a kerosene or space heater anywhere on the premises of the manufactured home, including attached and unattached structures.
- ii. The supplemental heat source is the only means of heating the home.
- iii. The supplemental heat source is not Underwriters Laboratory (UL) approved.
- iv. There is a stove that is not 36 inches from the wall or at least 18 inches from the wall with a heat shield that has a one-inch air space between the heat shield and the wall.
- v. There is not at least 18 inches from the top of the stove pipe and the ceiling, combustible side walls or any combustible material.
- vi. There is an exterior flue pipe that does not extend 3 feet from the roof line.

3. *Physical condition of the Manufactured Home:*

- i. Is not well maintained.
- ii. Is substantially modified from original condition.
- iii. There is any hazardous liability exposure on the premises. This risk may be written without liability coverage.
- iv. There is business conducted on the premises or in the manufactured home or any attached or unattached structure.

4. *Prior Loss History:* If the applicant had any fire, theft, or liability loss or

- i. 3 or more other losses (1-5 units) in the past three years or

- ii. 5 or more other losses (6+ unit policies) in the past three years or
- iii. If they have an open / unresolved loss with a previous carrier.

5. *Prior Insurance*: If the applicant has been previously uninsured for more than 90 days.

o. Seasonal program:

- 1. Swimming pool liability buyback and scheduled personal property coverages are not available.
- 2. Maximum personal property, 100% of the Coverage A limit or \$25,000, whichever is greater.
- 3. May purchase additional coverage for Loss of Use.
- 4. All other underwriting guidelines apply.

p. Rental program:

- 1. Coverages not available - replacement cost for personal property, swimming pool liability, golf cart, and scheduled personal property.
- 2. Maximum personal property limit is \$5,000.
- 3. Any risk with a supplemental heat source, including wood, coal, pellet, etc. stoves are unacceptable.
- 4. Up to 12 units may be scheduled on one policy for any applicant.
- 5. May purchase additional coverage for Loss of Use.
- 6. All other underwriting guidelines apply.

9. Credits and Surcharges

a. Credits:

- 1. *Claims Free*: Applies if applicant has had no claims over \$500 paid in the past 3 years. Discount applies to owner, seasonal, and tenant occupancies.
- 2. *Continuous Coverage*: Applies to risks with fewer than 7-days lapse in coverage or new purchases. Discount applies to owner, seasonal, and tenant occupancies.
- 3. *Located in a park*: Applies if the located in a park of 15 or more units.
- 4. *Located in Preferred Park*:
 - i. Unit must be located in an All Adult Park (no children allowed, minimum 80%)
 - ii. Full Time Residence Manager
 - iii. 50 or more occupied spaces.
 - iv. Paved and Lighted streets.
 - v. Insured must be 60 years of age or older
 - vi. Owner Occupied risks only
- 5. *Wind, Tornado, Hail or Named Storm Exclusion*: Wind Only policy must be obtained from

Citizens or other Wind Only insurance provider.

b. Surcharges:

1. *Claims Surcharge:* Applies if the insured has had 2 or more claims with over \$500 paid in the past 3 years. Evaluated at new business and renewal. Surcharge applies to owner, seasonal, and tenant occupancies.
2. *Supplemental Heating Source:* Applies when the manufactured home has a supplemental heating source.
3. *Continuous Coverage Surcharge:* Applies if the risk has had an extended lapse in coverage. Surcharge applies to owner, seasonal and tenant occupancies.
4. *Occasional Rental Surcharge:* Applies to Owner occupied properties occasional rented for terms less than 30 days.

10. Florida Mandated Credits:

The premium for Mobile Home, Unattached Structures and Personal Effects Coverages shall be credited for mobile homes constructed to comply with American Society of Civil Engineers Standard ANSI/ASCE 7-88 adopted by the U.S. Dept. of Housing and Urban Development on July 13, 1994. Refer to Rate pages for credit percentage.

11. Multiple Hurricane Occurrences During A Calendar Year:

With respect to a windstorm loss caused by the second, and each subsequent, hurricane occurrence during the same calendar year, the company will pay only that part of the total of all loss payable under Section I - Property Coverages that exceeds the greater of:

- (a) The remaining dollar amount of the calendar year hurricane deductible; or
- (b) The deductible that applies to fire that is in effect at the time of the loss.

The remaining dollar amount of the calendar year hurricane deductible is determined by subtracting all previous windstorm losses caused by hurricanes during the calendar year from the calendar year hurricane deductible.

12. All Surplus Lines Taxes and Fees will be applied and paid at time of issuance.