



LOW VALUE DWELLING PROGRAM PROCEDURES

QUOTING:

- Fill out application for this program. Please be sure to provide all information requested. Every question and field is important.
- If all information is received a quote will be provided within 24 hours or by the next business day.
- For a quote, submit the completed application and diligent effort to:
personal_lines@ibgreen.com

APPLICATION SUBMISSION:

- Please send completed and signed Application/Diligent along with photos showing all 4 sides of the home to **personal_lines@ibgreen.com**. Please note, if liability is requested, we need to be able to see all entrances with safe steps and handrail installed.
- Your application submission will be reviewed within 24-48 hours. After review you may receive a Memo for additional info (allowed 15 days to provide info) and if not received we will request cancellation.

PAYMENT:

- Payment can be mailed, processed by phone, or online. Over the phone and online can be done with a check (no fee) or by credit card (2.25% fee). When making payment they can reference the insured's name and 'new business dwelling'.

POLICY DOCUMENTS:

- Once payment is received and the policy has been Issued, [the agency will receive all copies of the policy for all parties in order to disperse as needed](#) (insured and lien if applicable).