



INDIANA MANUFACTURED HOME UNDERWRITING GUIDELINES

GENERAL UNDERWRITING GUIDELINES FOR ALL RISKS SUBMITTED

1. **APPLICATIONS**—Submit via website at: www.aegisfirst.com. The application must be signed by the applicant and licensed producer and payment must be received within 30 days from the effective date.
2. **C.L.U.E.**—Will be obtained on all submissions.
3. **TOTAL INSURED VALUE**—The maximum limit for the manufactured home (Coverage A) is \$125,000 and the total exposure for the manufactured home, personal property and unattached structures is \$200,000.
4. **TRANSFER**—A policy may not be transferred to a new owner. A new application for the new owner must be submitted for approval.
5. **VALUATION**—Manufactured homes must be insured to 100% of the actual cash value. We use e2Value to calculate the value; however, the applicant can get the most accurate value by contacting a local dealer. The limit requested should not include the value of land. If the manufactured home is a new purchase and is insured for ACV, it should not be insured for more than the purchase price, excluding land. If replacement cost is purchased, the home must be insured for 100% of the current year value.
6. **OWNERSHIP**—The applicant must be the titled owner of the manufactured home. If the risk is occupied by the named insured on a full-time basis or a seasonal / secondary home, the applicant must be an individual and the home may not be titled in a business name. If the named insured rents the manufactured home to another, it may be in a business name; however, liability coverage is not available.
7. **ADDITIONAL INSURED—Owner Occupied Program**—If more than one individual owns the manufactured home (titled owners); however, one or more of the individuals does not live in the manufactured home, they should be listed as additional insured(s) and not as an insured.
8. **REPLACEMENT COST MANUFACTURED HOME**—The home must be 20 years old or newer and must be insured for 100% current year replacement value.
9. **REPLACEMENT COST PARTIAL LOSSES**—There is no age restriction.
10. **AGE REQUIREMENT**—There is no age restriction.
11. **PHOTO REQUIREMENT**—Two (2) photos, one of the front and one of the back of the manufactured home, are required: (1) rental risks with more than \$25,000 premises liability, (2) manufactured homes that have been substantially modified and (3) when \$300,000 liability limit is requested.
12. **PERSONAL PROPERTY—Owner Occupied**—The limit may not exceed 100% of the value of the manufactured home or \$25,000, whichever is greater; **Seasonal**—The limit may not exceed 50% of the value of the manufactured home or \$25,000, whichever is greater; **Rental**—The maximum limit is \$5,000.
13. **SCHEDULED PERSONAL PROPERTY**—(1) a current appraisal or receipt is required; (2) the maximum limit per category—\$2,500 per item and \$5,000 aggregate for all categories; and (3) call for an exception. The risk must be owner occupied on a full-time basis.

SUBMIT—DO NOT BIND

1. **TEMPORARY SUSPENSION**—If there is a watch / warning for a tornado, hurricane, tropical storm, flood, earthquake, wildfire or any other natural disaster, do not bind new business, increase coverage on existing business, accept payment for lapsed policies or cancelled policies or lower the deductible.
2. **SUPPLEMENTAL HEAT SOURCE**—If the supplemental heat source is acceptable, a supplemental heat surcharge will apply.
3. **UNINSURED RISK**—If the applicant has failed to carry insurance for more than seven (7) days.
4. **SWIMMING POOL**—Swimming pool liability is excluded; however, if the risk is owner occupied by the named insured on a full-time basis the applicant may buyback \$25,000 liability if the swimming pool is surrounded with a fence that is at least 4' high and has a locked gate. If the swimming pool has a diving board or slide or is unfenced, the buyback may not be purchased.
5. **SUBSTANTIALLY MODIFIED**—Manufactured homes that have been substantially modified must be submitted with details of the modification. If two (2) manufactured homes are attached, there must be a properly supported roof over both the manufactured homes.
6. **CANCELLED OR NONRENEWED**—If the applicant was cancelled or nonrenewed, provide the reason for and the date of the cancellation or nonrenewal.
7. **ANIMALS**—If the applicant owns or boards any animal that has caused injury or has bitten the risk must be written with the animal injury exclusion and must be signed by the applicant.
8. **HAZARDOUS LIABILITY EXPOSURES**—The risk may be written without liability coverage.

DO NOT SUBMIT UNDER ANY PROGRAM—UNACCEPTABLE RISK

1. If the manufactured home is vacant or unoccupied. Submit under the Dwelling Program.
2. If the manufactured home is under construction / renovation.
3. If the manufactured home is condemned.
4. If the manufactured home is without utilities.
5. If there is a portable kerosene heater in the manufactured home, attached structure or unattached structure or any other place on the premises.
6. If supplemental heat or a wood burning, coal burning, pellet burning, etc. stove is the only means of heating the manufactured home.
7. If the manufactured home is not well maintained.
8. If the manufactured home or attached structure has damage that has not been repaired. If there is an unattached structure with damage that has not been repaired, the risk may be written with the building exclusion signed by the applicant.
9. If the manufactured home is used for student housing.
10. If there is a business conducted on the premises or in the manufactured home or any attached or unattached structure.
11. If the applicant had any fire, theft or liability loss / claim, had more than one (1) other loss or has a loss that is open / unresolved with a previous carrier at any location in the past three (3) years.

SEASONAL PROGRAM

1. Coverage not available: replacement cost, full repair, swimming pool liability buyback and scheduled personal property.
2. Maximum personal property—50% of the Coverage A Limit or \$25,000, whichever is greater.
3. All other underwriting guidelines apply.

RENTAL PROGRAM

1. Coverage not available: replacement cost, full repair, golf cart, swimming pool liability buyback and scheduled personal property.
2. Maximum personal property limit—\$5,000.
3. The name of the tenant must be provided.
4. Any risk with a supplemental heat source, including wood, coal, pellet, etc. stoves are unacceptable.
5. The maximum number of units eligible per applicant is eight (8).
6. If the manufactured home is in a business name, premises liability coverage is not available.
7. If the landlord lives out of state, submit, do not bind.
8. All other underwriting guidelines apply.

TENANT PROGRAM

1. Coverage not available: open peril, replacement cost, golf cart, swimming pool liability buyback and scheduled personal property.
2. Any risk with a supplemental heat source, including wood, coal, pellet, etc. stoves are unacceptable.
3. Maximum personal property limit—\$25,000. Call for an exception.
4. All other underwriting guidelines apply.

LATE PAYMENT

If a policy cancels for non payment of premium or if the renewal payment is not received before the expiration date, upon Company approval, the policy will be rewritten the day after postmark. A new application is not necessary on a lapsed policy unless the Company requests one. If a new application is submitted on a lapsed policy the effective date will be the day after postmark. THERE IS NO GRACE PERIOD.

MINIMUM EARNED PREMIUM—\$100

MINE SUBSIDENCE—Mine subsidence is mandatory, unless waived by the applicant in writing, in the following counties: Clay, Crawford, Daviess, Dubois, Fountain, Gibson, Greene, Knox, Lawrence, Martin, Monroe, Montgomery, Orange, Owen, Parke, Perry, Pike, Posey, Putnam, Spencer, Sullivan, Vanderburgh, Vermillion, Vigo, Warren and Warrick.