



## WEST VIRGINIA DWELLING UNDERWRITING GUIDELINES

### GENERAL UNDERWRITING GUIDELINES

1. APPLICATIONS—The application may be submitted on the web at [www.aegisfirst.com](http://www.aegisfirst.com). Paper applications—All questions must be answered, the risk must meet the underwriting guidelines, the application must be signed by the insured and the licensed producer in the agency and the application must be mailed within thirty days of the effective date before coverage is considered bound.
2. INSPECTION—Will be obtained on all risks. Inspection Fee—\$35
3. C.L.U.E. REPORT—Will be obtained on all risks to verify claims history.
4. TOTAL INSURED VALUE—The maximum limit for the dwelling (Coverage A) is \$125,000 and the total insured value for the dwelling, personal property and unattached structures per risk is \$200,000.
5. TRANSFER—A policy may not be transferred to a new owner. A new application for the new owner is required.
6. OCCUPANCY
  - Owner Occupied—The applicant's name must be on the deed and they must live in the dwelling on a full-time, permanent basis.
  - Seasonal—The applicant's name must be on the deed and they must use the dwelling as a seasonal / secondary residence annually.
  - Rental—The applicant's name must be on the deed and the dwelling must be rented to another person.
  - Vacant—The applicant's name must be on the deed and the dwelling should be vacant because it is between tenancy or real estate closing or for sale less than one (1) year.
7. ADDITIONAL INSURED FOR OWNER OCCUPIED RISKS ONLY—Any person whose name is on the deed but does not occupy the dwelling must be listed as an additional insured.
8. LIABILITY EXPOSURE—If there are any liability exposures, the risk may be written without liability coverage unless the exposure no longer exists. If the applicant owns or boards any animal that has bitten or caused injury, the risk must be written with the animal injury exclusion. The animal injury exclusion must be signed by the applicant before coverage is considered bound.
9. INSURANCE TO VALUE—The dwelling must be insured to 100% of the market value or actual cash value, excluding the land value. ***The dwelling should not be insured for more than the purchase price if it is a new purchase.***
10. PERSONAL PROPERTY
  - Owner Occupied—Cannot exceed 100% of the dwelling limit or \$25,000, whichever is greater.
  - Seasonal—Cannot exceed 50% of the dwelling limit.
  - Rental—\$5,000 maximum.
  - Vacant—Not available.

### 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 risk is not submitted on the web the following applies: If the dwelling, attached structure or unattached structure is equipped with a supplemental heat source, provide details. If there is a wood, coal, pellet, etc. burning stove a completed Aegis Woodstove report must be submitted with details and two (2) photos, one of the woodstove and one of the chimney outside.
3. CANCELLED OR NONRENEWED—If the applicant was cancelled or nonrenewed, provide the reason for and the date of the cancellation or non renewal.
4. CLAIMS / LOSSES
  - Fire, Theft & Liability Loss—If the applicant had any fire, theft or liability loss at any location in the past three (3) years, the risk is unacceptable.
  - Other Losses—If the applicant had more than one (1) other minor loss at any location in the past three (3) years, the risk is unacceptable.
  - Open / Unresolved Claim—If the applicant has a claim with a previous carrier that is still open / unresolved, the risk is unacceptable.
5. ELECTRICAL SERVICE—If the electrical service is fuses, the risk must be submitted unbound. The amperage must be a minimum of 100 amps for fuses and breaker boxes.

### DO NOT SUBMIT UNDER ANY PROGRAM—UNACCEPTABLE RISK

1. If the dwelling is condemned.
2. If the dwelling is under construction or major renovation.
3. If there is a business conducted on the premises, including farming.
4. If the dwelling has damage that has not been repaired.
5. If any unattached structure has damage that has not been repaired, the risk must be written with the building exclusion.
6. If there are liability hazards—must be written with no liability coverage.
7. If the dwelling has a cedar / wood shake or flat roof.
8. If a supplemental heat source is the only means of heating the dwelling and if primary heat source is not thermostatically controlled.
9. If the dwelling is used for student housing.
10. If the dwelling is more than two (2) families or more than three (3) stories.
11. If the wiring is knob and tube.
12. If the dwelling is not in average to better condition or if it is not properly maintained.
13. If the dwelling is without utilities.
14. If the dwelling is a rowhome or townhouse.
15. If the dwelling is a log home.
16. If there is a portable kerosene heater in the dwelling, unattached structure or on the premises.
17. If the risk is not visible from a paved road.
18. CLAIMS / LOSSES:
  - If the applicant had any fire, theft or liability loss at any location in the past three (3) years.
  - If the applicant had more than one (1) other minor loss at any location in the past three (3) years.
  - If the applicant has a loss that is unresolved or open with a previous carrier.

### RENTAL DWELLINGS

1. The tenant name must be provided.
2. Maximum personal property available—\$5,000.
3. Limited burglary is not available.
4. If there is a wood, coal, pellet, etc. burning stove or other supplemental heat source used in the dwelling or in an attached or unattached structure, the risk is unacceptable.
5. If the insured does not live in the state that the risk is located, the risk is unacceptable. Call for an exception.
6. All other underwriting guidelines apply.

### SEASONAL DWELLINGS

1. All underwriting guidelines apply.

### VACANT DWELLINGS

1. The reason the dwelling is temporarily vacant must be for one of the following reasons:
  - between tenancy or real estate closing
  - dwelling is for sale and has been on the market for less than one (1) year
2. If the applicant had any fire, theft or liability losses or more than one (1) other minor loss at any location in the past three (3) years, the risk is ineligible.
3. The following coverages are not available: personal property, vandalism and malicious mischief and limited burglary liability.
4. If there is a wood, coal, pellet, etc. burning stove or other supplemental heat source used in the dwelling or in an attached or unattached structure, the risk is unacceptable.
5. If the insured does not live in the state that the risk is located, the risk is unacceptable. Call for an exception.
6. Manufactured Homes are eligible under the vacant program.
7. All other applicable underwriting guidelines apply.

### MINE SUBSIDENCE

Mine Subsidence Coverage is mandatory in the following counties unless waived in writing by the applicant: Barbour, Boone, Braxton, Brooke, Clay, Doddridge, Fayette, Gilmer, Grant, Greenbrier, Hancock, Harrison, Kanawha, Lewis, Lincoln, Logan, Marion, Marshall, Mason, McDowell, Mercer, Mineral, Mingo, Monongalia, Nicholas, Ohio, Pocahontas, Preston, Putnam, Raleigh, Randolph, Summers, Taylor, Tucker, Tyler, Upshur, Wayne, Webster, Wetzel and Wyoming. Coverage in the following counties is optionally available to insured and no waiver is required: Berkeley, Cabell, Calhoun, Hampshire, Hardy, Jackson, Jefferson, Monroe, Morgan, Pendleton, Pleasants, Ritchie, Roane, Wirt and Wood.

### CANCELLATION

If the insured requests mid-term cancellation, the policy will be cancelled on a short rate basis, subject to the minimum earned premium of \$100. If the company cancels the policy, the policy will be cancelled on a pro rata basis.

### LATE PAYMENT

If a policy cancels for non payment of premium or if a 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; however, if a new application is submitted on a lapsed policy, the effective date will be the day after postmark. THERE IS NO GRACE PERIOD.