



WEST VIRGINIA MANUFACTURED HOME UNDERWRITING GUIDELINES

GENERAL UNDERWRITING GUIDELINES FOR ALL RISKS SUBMITTED

1. APPLICATIONS—The application may be submitted on the web at www.aegisfirst.com. All questions must be answered, the applicant and producer must sign the application and the application must be mailed 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 which can be found in the NADA Manufactured Home Appraisal Guide. 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.
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. FULL REPAIR COST MANUFACTURED HOME—The home must be fifteen (15) years or newer and be owner occupied by the named insured on a full-time basis. Not available for seasonal and rental occupancies.
9. AGE REQUIREMENT—There is no age requirement.
10. PHOTO REQUIREMENT—Two (2) photos, one of the front and one of the back of the manufactured home, are required: (1) risks with \$300,000 liability, (2) rental risks with more than \$25,000 premises liability and (3) manufactured homes that have been substantially modified.
11. 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.
12. 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.
13. MINIMUM EARNED PREMIUM—If the insured requests midterm cancellation, the policy will be cancelled on a short rate basis and will be subject to \$100 minimum earned premium. If the Company cancels the policy mid-term, the cancellation will be calculated on a pro rata basis and is not subject to a minimum earned premium.
14. 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; 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.

SEASONAL PROGRAM

1. The following coverages are 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. The following coverages are 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. If the total exposure exceeds \$200,000, submit unbound with details, including name of tenants, total exposure to be insured, number of manufactured homes to be insured, limit for each home, number of homes in the park and how far apart are the manufactured homes.
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. The following coverages are not available: open peril, replacement cost, golf cart, swimming pool liability 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.

VINTAGE PROGRAM

If the manufactured home and personal property limit equals \$30,000 or less and the liability limit is \$25,000, no underwriting is required. No optional coverages are available under this program. If the unattached structure limit exceeds 10% of the Coverage A limit and results in the total manufactured home, personal property and unattached structure limit exceeding \$30,000 or if the liability limit exceeds \$25,000, the risk must be underwritten.

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 manufactured home, attached structure or unattached structure is equipped with a supplemental heat source not installed by the original manufacturer, provide details. If there is a wood burning, coal burning, pellet burning, etc. 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. SWIMMING POOL—If the applicant buys back \$25,000 swimming pool liability, the swimming pool must be surrounded with a 4' stockade type fence with a locked gate. If the swimming pool is unfenced or has a diving board or slide, the swimming pool buyback is not available. The buyback is available for owner occupied risks only.
4. 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.
5. CANCELLED OR NONRENEWED—If the applicant was cancelled or nonrenewed, provide the reason for and the date of the cancellation or non renewal.
6. LOSSES / CLAIMS
 - Fire / Theft & Liability Loss—If the applicant has had any fire, theft or liability loss at any location in the past three (3) years, the risk is ineligible.
 - Other Losses—If the applicant has had more than one (1) other minor loss at any location in the past three (3) years, the risk is ineligible.
 - Open / Unresolved Claim—If the applicant has an open or unresolved claim with a previous carrier, the risk is ineligible.
7. ANIMALS—If the applicant owns or boards any animal that has bitten or caused injury, the risk must be written with the animal injury exclusion and the applicant must sign the exclusion.

DO NOT SUBMIT UNDER ANY PROGRAM—UNACCEPTABLE RISK

1. If the manufactured home is vacant or unoccupied.
2. If the manufactured home is under construction.
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 there is any hazardous liability exposure on the premises. NOTE: The risk may be written without liability coverage. The applicant must sign acknowledgement of the deletion of liability coverage.
7. If supplemental heat or a wood burning, coal burning, pellet burning, etc. stove is the only means of heating the manufactured home.
8. If the manufactured home is not well maintained.
9. If the manufactured home or attached structure has damage that has not been repaired.
10. If an unattached structure has damage that has not been repaired, the applicant must sign the building exclusion, excluding the damaged structure.
11. If the manufactured home is used for student housing.
12. If there is a business conducted on the premises or in the manufactured home or any attached or unattached structure.
13. LOSSES / CLAIMS:
 - If the applicant has had any fire, theft, liability loss at any location in the past three (3) years.
 - If the applicant has 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 prior carrier.

MINE SUBSIDENCE

Every insured structure in the following counties must include insurance for loss caused by mine subsidence unless waived by the insured: 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.