

## GENERAL CHANGE ENDORSEMENT

The NFIP General Change Endorsement form cannot be used to renew, extend, or change a policy term. However, the General Change Endorsement form, or a similar form for WYO companies, can be used to make certain types of coverage and rating changes or corrections to existing policy data.

### I. ENDORSEMENT RULES

#### A. Coverage Endorsements

##### 1. Additional Coverage or Increase in Amount of Insurance

Added coverage, or an increase in the amount of insurance, is permitted at any time during a policy term. The additional premium is calculated pro rata for the balance of the policy term, at either the rate in effect on the endorsement effective date or the rate in effect on the policy effective date, in accordance with each WYO company's standard business practice. (See Examples 1 through 4 at the end of this section.) Refer to the General Rules section, page GR 8, for the applicable waiting period.

##### 2. Reduction of Insurance

A reduction in the amount of *building* insurance *cannot* be made unless part of the building has been removed, which reduces the building's value to less than the amount of the building insurance, or a current appraisal or cost estimate is provided which shows that the building's current coverage amount is higher than the estimated replacement cost of the building. (See Example 6 at the end of this section.)

A reduction in the amount of *contents* insurance *cannot* be made unless some of the contents have been sold or removed, which reduces the contents' value to less than the amount of the contents insurance.

##### 3. Removal of a Coverage

There is no return premium for the removal of building or contents coverage unless the property is no longer at the described location or the property of the policyholder. (See Example 5 at the end of this section.)

### B. Rating Endorsements

#### 1. Rate Reduction

It is not permissible to revise a policy's rating during a policy term, due to a rate decrease, unless the effective date of the rate change is prior to the policy's effective date.

#### 2. Rating Adjustment

The NFIP rules require that the policy must be in effect in order to process refunds.

Rating adjustments will be allowed for only the current year for failure of the WYO company or NFIP Direct to:

- Use the map grandfather rule.
- Use the V-Zone Risk Factor Rating Form. The endorsement effective date is either the date the V-Zone Risk Factor Rating Form was certified or the effective date of the current policy year, whichever is later.
- Make a timely revision of alternative rates (rates used for Pre-FIRM rated risks where the zone is unknown).
- Use Post-FIRM rating for a Pre-FIRM structure. The refund will be processed if the insured provides an Elevation Certificate. The endorsement effective date is the effective date of the current policy year.
- Use an Elevation Certificate on Post-FIRM buildings rated using "Without Certification of Compliance or Elevation Certificate" for Zones AO and AH, or "No Elevation Certificate or No Estimated BFE" for Unnumbered A Zone. The endorsement effective date is the effective date of the current policy term.

#### 3. Revision of an Alternative Rating

Alternative rating is used to compute the premium on a Renewal Notice following conversion of a community from the Emergency Program to the Regular Program. Alternative rates are also used by producers for the rating of Pre-FIRM construction. Alternative rating allows the producer and the policyholder 1 year to revise the rating, so a premium refund

can be obtained from the renewal or inception date if it is determined that the insured property is located in a lower rated zone. During subsequent policy terms, such revisions may also be made effective with the start of the policy term.

#### 4. Map Revision

A map change (reprinting, Letter of Map Amendment [LOMA], Letter of Map Revision [LOMR], or Letter of Determination Review [LODR]) may change the flood zone in which a property is located to a lower rated zone, or it may change the Base Flood Elevation. In such cases, the policy rating may be revised for the current and prior policy years if the change occurred prior to the current policy year.

Before processing the endorsement, the producer should check the Flood Map Status Information Service to make sure that the LOMA, LOMR, or LODR is still valid (or has been recertified) based on the most recent map revision. Also, if the revised map changes the BFE, verify that the same elevation datum is used to determine the building elevations on the Elevation Certificate.

When a community has been converted from the Emergency Program to the Regular Program, the policy rating may be revised to reflect the correct flood zone. However, no premium refund is allowed on premium previously paid.

#### C. Misrated Policy

Premium refunds will be allowed with proper documentation (see III.B.2.a.) going back a maximum of 6 calendar years when there was a misrating such as an incorrect building description, lowest floor elevation, community number, flood zone, or Base Flood Elevation, so long as the insured can provide proof of the misrating.

The flood zone and Base Flood Elevation can only be corrected using the current FIRM.

Any lapse in coverage does not extend the number of years the premium refund is allowed.

#### D. Conversion of Standard Rated Policy to PRP Due to Misrating or Map Revision

A policy written as a Standard B, C, or X Zone policy and later found to be eligible for a PRP may be endorsed or rewritten as a PRP for only the current policy term.

When the risk has been rated with other than B, C, or X Zone rates, but is later found to be in a B, C, or X Zone and eligible for a PRP, the writing company will be allowed to endorse or cancel/rewrite up to 6 years.

The policy may be canceled/rewritten using Cancellation Reason Code 22 if both of the following conditions are met:

- The request to endorse or cancel/rewrite the policy is received during the current policy term.
- The policy has no open claim or closed paid claim.

The new PRP building coverage will be equal either to the building limit issued under the Standard B, C, or X Zone policy or the next higher limit available under the PRP if there is no PRP option equal to the Standard B, C, or X Zone building limit.

#### E. Changing Deductibles

Increasing deductibles is permitted during the current policy term. (See Example 7 at the end of this section.) Deductibles cannot be reduced mid-term, unless required by the mortgagee and written authorization is provided by the mortgagee. A 30-day waiting period will apply unless the request to reduce the deductible is in connection with making, extending, or renewing a loan.

The ICC premium is not eligible for the deductible discount or surcharge. First calculate the deductible discount or surcharge, then add in the ICC premium.

#### F. Correcting Property Address

A policy cannot be endorsed to change the location. This includes relocation from one unit to another unit in the same building.

However, an erroneous address (e.g., through typographical error) can be corrected through endorsement. The agent must provide proof or a reasonable explanation for the error.

### II. ENDORSEMENT PROCESSING PRIOR TO POLICY RENEWAL (NFIP DIRECT BUSINESS ONLY)

#### A. During Last 90 Days of Policy Term

1. If the premium payment for renewal of the policy has not already been processed by the NFIP, a General Change Endorsement processed will produce a revised Renewal Notice for the upcoming term.
2. If the original Renewal Notice has not been paid, the payor may use the revised Renewal Notice or subsequent Final Notice.

## **B. During Last 75 Days of Policy Term**

1. If the original Renewal Notice *has not been paid*, the producer must submit the General Change Endorsement for the current policy term only and submit a renewal Application for the upcoming term. *A separate premium payment must be submitted for each transaction.* (The insured and/or mortgagee, if payor, should be advised not to pay the Renewal Notice or Final Notice when a renewal Application and premium have been submitted.)
2. If the original Renewal Notice *has been paid*, the producer must submit the General Change Endorsement together with any required additional premium for the renewal policy term and, if applicable, a separate General Change Endorsement and additional premium for the remainder of the current policy term. The effective date of the endorsement to increase coverage (up to the inflation factor) will be the "renewal date" only if the endorsement and additional premium are received within the 30-day grace period.

## **C. Refunds Generated from Endorsement Processing**

The return premium is based on rates in effect on the effective date of the change or the policy effective date, in accordance with the WYO company's standard business practice. It is calculated by revising the rate, effective from the inception date of the current policy term, provided the inception date is on or after the community conversion date.

The Federal Policy Fee and Probation Surcharge (if applicable) are not subject to calculation of return premiums.

## **III. PREPARATION OF FORM**

### **A. General Instructions**

Endorsements are processed by submitting a completed General Change Endorsement form and proper documentation (see III.B.2.a.) to the writing company.

Instructions for completing the General Change Endorsement form are self-explanatory. The following items are of special note:

- The policy term cannot be changed. All calculations must reflect the policy term shown on the current declarations page.

- A geographic location must be given for a property. For example, the insured's mailing address may be shown as:

Route 4  
Box 179  
Danville, Ohio 43014

The property location should be completed as: Farmhouse on the north side of U.S. 70, 6 miles west of Danville, Ohio 43014.

- Check whether the building was built in compliance or has had continuous coverage. If grandfathering for continuous coverage, enter the prior policy number. If the building was built in compliance, enter the current community identification number, map panel number, suffix, FIRM zone, and, if applicable, the BFE.
- The contents location section should be completed if contents coverage is being added/deleted or if the location of the contents being insured within the described building has changed. Provide an explanation of the change of location in the description area of the section.
- All endorsements, whether paper or electronic form, must be signed. Electronic transactions are permitted if the business process includes authentication of signatures and dates of receipt of premium. WYO companies are responsible for determining the business practices and transaction authentication methods they will use to ensure the security and integrity of such transactions.
- The insured must sign and date the General Change Endorsement form whenever there is a request to reduce policy limits, make policy assignment, or change the agent of record.

## **B. Refund Processing Procedures**

1. The current NFIP insurer (WYO Company or Direct Business) will be responsible for returning the premium for the current and prior policy year, provided that it was the insurer for that period. If another NFIP insurer was the insurer for the prior policy year, it will be responsible for returning the premium for that year. Agents submit requests to their carrier.
2. Requests for refunds for more than 2 years must be processed by the NFIP Bureau.
  - a. For requests processed by the Bureau, the current NFIP insurer must submit all of the documentation necessary to

make a refund for any period exceeding 2 years. At a minimum, this documentation will consist of the following:

- The company's statistical records or declarations pages for each policy term and evidence of premium payments obtained from the insured if these documents are not available from the company's records.
- An endorsement request for each year and the premium refund calculation for each year that the company had the policy.
- A Letter of Map Amendment (LOMA); a Letter of Map Revision (LOMR); a Letter of Determination Review (LODR); a copy of the most recent flood map marked to show the exact location and flood zone of the building; a letter indicating the exact location and flood zone of the building, and signed and dated by a local community official; an Elevation Certificate indicating the

exact location and flood zone of the building, and signed and dated by a surveyor, engineer, architect, or local community official; or a flood zone determination certification that guarantees the accuracy of the information.

- b. In order for the Bureau to process a refund request, the appropriate documentation must be mailed directly to the NFIP Bureau and Statistical Agent, Underwriting Department, 8400 Corporate Drive, Suite 350, Landover, MD 20785.
3. WYO Companies will be notified of the premium refunded and the Expense Allowance due to the NFIP. The companies must maintain this documentation as part of their underwriting files.
4. Any lapse in coverage does not extend the number of years the premium refund is allowed.

The NFIP Bureau and Statistical Agent will return to the sender any unauthorized refund requests for more than 2 years.

#### IV. ENDORSEMENT RATING EXAMPLES

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## EXAMPLE 1

### INCREASING COVERAGE ON A PREFERRED RISK POLICY

- Policy term is October 15, 2009-2010
  - Pre-FIRM, X-Zone, with basement
  - Present coverage:  
Building \$75,000/Contents \$30,000
  - Premium at policy effective date was \$260.
  - Endorsement effective date is May 2, 2010.
  - Coverages added are \$125,000 on the building and \$50,000 on the contents for a total of
- \$200,000 on the building and \$80,000 on the contents.
  - Rates in effect on the effective date of the policy are to be used in calculating the premiums.
  - The difference between these two premiums is \$101.
  - Prorate the Difference.

Time period is May 2, 2010,  
to October 15, 2010  
Number of days is 166  
Pro rata factor is .455

INSURANCE COVERAGE			SECTION A CURRENT COVERAGE			SECTION B + INCREASED – DECREASED COVERAGE ONLY			NEW PREMIUM TOTALS		
			AMOUNT	RATE	PREMIUM	AMOUNT	RATE	PREMIUM			
BUILDING BASIC			75,000	—	260	125,000	—	361	361		
BUILDING ADDITIONAL			—	—	—	—	—	—	—		
CONTENTS BASIC			30,000	—	—	50,000	—	—	—		
CONTENTS ADDITIONAL			—	—	—	—	—	—	—		
IF CHANGING AMOUNT OF INSURANCE, ENTER NEW TOTAL AMOUNT BELOW						PAYMENT OPTION:  CREDIT CARD  OTHER: _____		SUBTOTAL		361	
BUILDING COVERAGE			CONTENTS COVERAGE					DEDUCT. DISCOUNT/SURCHARGE		—	
BASIC	ADDITIONAL	TOTAL	BASIC	ADDITIONAL	TOTAL			SUBTOTAL		361	
—	—	200,000	—	—	80,000			ICC PREMIUM		—	
IF RETURN PREMIUM, MAIL REFUND TO: INSURED AGENT PAYOR. THE ABOVE STATEMENTS ARE CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE PUNISHABLE BY FINE OR IMPRISONMENT UNDER APPLICABLE FEDERAL LAW.						SUBTOTAL		361			
						CRS PREMIUM DISCOUNT ____%		—			
						PREMIUM PREVIOUSLY PAID <i>(Excludes Probation Surcharge/ Federal Policy Fee)</i>		260			
						DIFFERENCE <u>  +  </u> (+/-)		+101			
						PRO RATA FACTOR		.455			
						TOTAL (+/-)		+46			
SIGNATURE OF INSURED AND DATE			SIGNATURE OF INSURANCE AGENT/BROKER			DATE (MMDDYY)					

## EXAMPLE 2

### INCREASING COVERAGE, PROGRAM CONVERSION

- Policy term is January 15, 2010-2011
- Single family dwelling, no basement, Pre-FIRM
- Present coverage: Building \$35,000/  
Contents \$10,000
- Policy conversion date from Emergency to  
Regular Program: July 15, 2010
- Building located in an A99 Zone
- Premium rates are: Building .78/.21, Contents  
1.20/.37.
- Endorsement effective date is October 14, 2010.  
(The Emergency Program premiums that already  
exist on this policy are earned for the remainder  
of the policy term; they are not refundable.)
- The coverages being added are \$50,000 on the  
building and \$15,000 on the contents for a total of  
\$85,000 on the building and \$25,000 on the  
contents; and \$30,000 coverage for ICC.
- To increase coverage, complete Sections A and  
B. Section A is for current coverage, Section B  
should show only the amounts of the increases.
- \$15,000 of the \$50,000 coverage to be added on the  
building must be calculated in the "Amount" column

under Section B, "Increased-Decreased Coverage  
Only" (using the applicable rate) to amend the  
present coverage to the threshold for the Regular  
Program basic limits.

- \$10,000 of the \$15,000 coverage to be added on  
the contents must be calculated under the  
"Amount" column under Section B, "Increased-  
Decreased Coverage Only" (using the applicable  
rate) to amend the present coverage to the  
threshold for the Regular Program basic limits.
- Add Sections A and B premiums to obtain the  
New Premium Subtotals.
- Add the ICC premium, which was not paid in the  
Emergency Program.
- The Premium Previously Paid is \$362 (excluding  
ICC/Probation Surcharge/Federal Policy Fee).
- Subtract the Premium Previously Paid from the  
Premium Total to obtain the Difference  
(additional/return premium).
- Prorate the Difference.

Time period is October 14, 2010,  
to January 15, 2011  
Number of days is 93  
Pro rata factor is .255

INSURANCE COVERAGE			SECTION A CURRENT COVERAGE			SECTION B + INCREASED - DECREASED COVERAGE ONLY			NEW PREMIUM TOTALS		
			AMOUNT	RATE	PREMIUM	AMOUNT	RATE	PREMIUM			
BUILDING BASIC			35,000	.76	266	25,000	.78	195	461		
BUILDING ADDITIONAL			—	—	—	25,000	.21	53	53		
CONTENTS BASIC			10,000	.96	96	15,000	1.20	180	276		
CONTENTS ADDITIONAL			—	—	—	—	—	—	—		
IF CHANGING AMOUNT OF INSURANCE, ENTER NEW TOTAL AMOUNT BELOW						PAYMENT OPTION:  CREDIT CARD  OTHER: _____		SUBTOTAL		790	
BUILDING COVERAGE			CONTENTS COVERAGE					DEDUCT. DISCOUNT/SURCHARGE		—	
BASIC	ADDITIONAL	TOTAL	BASIC	ADDITIONAL	TOTAL			SUBTOTAL		790	
60,000	25,000	85,000	25,000		25,000			ICC PREMIUM		6	
								SUBTOTAL		796	
IF RETURN PREMIUM, MAIL REFUND TO: INSURED AGENT PAYOR. THE ABOVE STATEMENTS ARE CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE PUNISHABLE BY FINE OR IMPRISONMENT UNDER APPLICABLE FEDERAL LAW.								CRS PREMIUM DISCOUNT ____%		—	
								SUBTOTAL		796	
								PREMIUM PREVIOUSLY PAID (Excludes Probation Surcharge/ Federal Policy Fee)		362	
								DIFFERENCE +_ (-/+)		+434	
								PRO RATA FACTOR		.255	
								TOTAL (+/-)		+111	
SIGNATURE OF INSURED AND DATE			SIGNATURE OF INSURANCE AGENT/BROKER			DATE (MMDDYY)					

## EXAMPLE 3

### INCREASING COVERAGE

- Policy term is December 12, 2009-2010
- Single family dwelling, no basement
- Pre-FIRM Building
- Building located in Zone C
- Present coverage: Building \$35,000/ Contents \$10,000
- Endorsement is effective on May 1, 2010, to add additional coverage of \$65,000 on the building and \$15,000 on the contents for a total of \$100,000 building coverage and \$25,000 contents coverage.
- Premium rates are: Building .78/.21, Contents 1.20/.37.
- To increase coverage, complete Sections A and B. Section A is for current coverage. Section B should show the amount of the coverage increase only.
- \$25,000 of the \$60,000 coverage to be added on the building must be calculated in the "Amount" column under Section B, "Increased-Decreased Coverage Only" (using the applicable rate) to amend the present coverage to the threshold for the Regular Program basic limits.
- \$10,000 of the \$15,000 coverage to be added on the contents must be calculated under the "Amount" column under Section B, "Increased-Decreased Coverage Only" (using the applicable rate) to amend the present coverage to the threshold for the Regular Program basic limits.
- Add Section A and B premiums to obtain the New Premium Totals.
- Add the New Premium Totals to calculate the Premium Subtotal.
- Add in the ICC Premium.
- The Premium Previously Paid is \$399 (excluding Probation Surcharge/Federal Policy Fee) which is the total current annual premium including ICC premium.
- Subtract the Premium Previously Paid from the Premium Total to obtain the Difference (should be additional/return premium).
- Prorate the Difference.

Time period is May 1, 2010,  
to December 12, 2010  
Number of days is 225  
Pro rata factor is .616

INSURANCE COVERAGE			SECTION A CURRENT COVERAGE			SECTION B + INCREASED - DECREASED COVERAGE ONLY			NEW PREMIUM TOTALS
			AMOUNT	RATE	PREMIUM	AMOUNT	RATE	PREMIUM	
BUILDING BASIC			35,000	.78	273	25,000	.78	195	468
BUILDING ADDITIONAL			—	—	—	40,000	.21	84	84
CONTENTS BASIC			10,000	1.20	120	15,000	1.20	180	300
CONTENTS ADDITIONAL			—	—	—	—	—	—	—
IF CHANGING AMOUNT OF INSURANCE, ENTER NEW TOTAL AMOUNT BELOW						PAYMENT OPTION:  CREDIT CARD  OTHER: _____	SUBTOTAL		852
BUILDING COVERAGE			CONTENTS COVERAGE				DEDUCT. DISCOUNT/SURCHARGE		—
BASIC	ADDITIONAL	TOTAL	BASIC	ADDITIONAL	TOTAL		SUBTOTAL		852
60,000	40,000	100,000	25,000	0	25,000		ICC PREMIUM		6
							SUBTOTAL		858
IF RETURN PREMIUM, MAIL REFUND TO: INSURED AGENT PAYOR. THE ABOVE STATEMENTS ARE CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE PUNISHABLE BY FINE OR IMPRISONMENT UNDER APPLICABLE FEDERAL LAW.  _____ SIGNATURE OF INSURED AND DATE      SIGNATURE OF INSURANCE AGENT/BROKER      DATE (MMDDYY)						CRS PREMIUM DISCOUNT ____%		—	
						SUBTOTAL		858	
						PREMIUM PREVIOUSLY PAID <i>(Excludes Probation Surcharge/ Federal Policy Fee)</i>		399	
						DIFFERENCE <span style="float: right;">+ - (-/+)</span>		+459	
						PRO RATA FACTOR		.616	
						TOTAL <span style="float: right;">(+/-)</span>		+283	



## EXAMPLE 4

### INCREASING COVERAGE AFTER A RATE CHANGE

- Policy term is April 15, 2010-2011
- Single family dwelling, Regular Program
- One floor, no basement
- Current policy limits: Building \$30,000 Contents \$8,000
- Building located in an AE Zone, Post-FIRM
- Premium rates are: Building 1.43, Contents 1.24
- Post-FIRM construction with a 0 elevation difference
- Endorsement effective date is October 15, 2010
- The coverages being added are \$15,000 on the building and \$7,000 on contents for a total of \$45,000 building coverage and \$15,000 contents coverage.
- A rate increase takes effect on May 1, 2010.
- Rates in effect on the effective date of the policy are to be used.
- In Section A, enter the basic limits and rates for building and contents in effect at the beginning of the policy term.
- In Section B, enter the \$15,000 basic building amount, and the applicable rate (1.42). (See page END 1, "Additional Coverage or Increase in Amount of Insurance." Companies are allowed to use either rates in effect at policy inception or rates in effect at endorsement effective date.)
- In Section B, enter the \$7,000 basic contents amount and the applicable rate (1.24).
- Add Sections A and B premiums to obtain the New Premium Totals.
- Add the New Premium Totals to calculate the Premium Subtotal.
- Add in the ICC Premium.
- The Premium Previously Paid is \$534 (excluding Probation Surcharge/Federal Policy Fee), which is the total current annual premium including ICC premium.

Subtract the Premium Previously Paid from the Premium Total to obtain the Difference (should be additional/return premium).

- Prorate the Difference.

Time period is October 15, 2010,  
to April 15, 2011  
Number of days is 183  
Pro rata factor is .499

INSURANCE COVERAGE			SECTION A CURRENT COVERAGE			SECTION B + INCREASED – DECREASED COVERAGE ONLY			NEW PREMIUM TOTALS		
			AMOUNT	RATE	PREMIUM	AMOUNT	RATE	PREMIUM			
BUILDING BASIC			30,000	1.43	429	15,000	1.42	213	642		
BUILDING ADDITIONAL			—	—	—	—	—	—	—		
CONTENTS BASIC			8,000	1.24	99	7,000	1.24	87	186		
CONTENTS ADDITIONAL			—	—	—	—	—	—	—		
IF CHANGING AMOUNT OF INSURANCE, ENTER NEW TOTAL AMOUNT BELOW						PAYMENT OPTION:  CREDIT CARD  OTHER: _____		SUBTOTAL		828	
BUILDING COVERAGE			CONTENTS COVERAGE					DEDUCT. DISCOUNT/SURCHARGE		—	
BASIC	ADDITIONAL	TOTAL	BASIC	ADDITIONAL	TOTAL			SUBTOTAL		828	
45,000	0	45,000	15,000	0	15,000			ICC PREMIUM		6	
								SUBTOTAL		834	
IF RETURN PREMIUM, MAIL REFUND TO: INSURED AGENT PAYOR. THE ABOVE STATEMENTS ARE CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE PUNISHABLE BY FINE OR IMPRISONMENT UNDER APPLICABLE FEDERAL LAW.						CRS PREMIUM DISCOUNT ____%		—			
						SUBTOTAL		834			
						PREMIUM PREVIOUSLY PAID (Excludes Probation Surcharge/ Federal Policy Fee)		534			
						DIFFERENCE $\pm$ (+/-)		+300			
						PRO RATA FACTOR		.499			
						TOTAL (+/-)		+150			
SIGNATURE OF INSURED AND DATE			SIGNATURE OF INSURANCE AGENT/BROKER			DATE (MMDDYY)					

## EXAMPLE 5

### REMOVING CONTENTS

- Policy term is November 20, 2009-2010
- Non-residential structure
- Emergency Program
- Policy limits: Building \$100,000/Contents \$100,000
- Insured purchased a new business location and moved the contents to the new location while still retaining the old location as rental property. (This explanation should be recorded in the Reason for Change section of the General Change Endorsement form.)
- Present rates are: Building .83, Contents 1.62.
- Removal date and effective date of change is January 14, 2010.
- Enter the current building and contents coverages in Section A and the current rates (.83/1.62).
- Enter the decrease in contents coverage in Section B.
- Add all New Premium Totals to obtain the Premium Subtotal.
- The Premium Previously Paid is \$2,450 (excluding Probation Surcharge/Federal Policy Fee), which is the total current premium from Section A.
- Subtract the Premium Previously Paid from the Premium Total to obtain the Difference (should be additional/return premium).
- Prorate the Difference.

Time period is January 14, 2010,  
to November 20, 2010  
Number of days is 310  
Pro rata factor is .849

INSURANCE COVERAGE			SECTION A CURRENT COVERAGE			SECTION B + INCREASED    - DECREASED COVERAGE ONLY			NEW PREMIUM TOTALS
			AMOUNT	RATE	PREMIUM	AMOUNT	RATE	PREMIUM	
BUILDING BASIC			100,000	.83	830	0	—	—	830
BUILDING ADDITIONAL			—	—	—	—	—	—	—
CONTENTS BASIC			100,000	1.62	1,620	-100,000	1.62	-1,620	0
CONTENTS ADDITIONAL			—	—	—	—	—	—	—
IF CHANGING AMOUNT OF INSURANCE, ENTER NEW TOTAL AMOUNT BELOW						PAYMENT OPTION:  CREDIT CARD  OTHER: _____	SUBTOTAL		830
BUILDING COVERAGE			CONTENTS COVERAGE				DEDUCT. DISCOUNT/SURCHARGE		—
BASIC	ADDITIONAL	TOTAL	BASIC	ADDITIONAL	TOTAL		SUBTOTAL		830
—	—	100,000	—	—	0		ICC PREMIUM		—
							SUBTOTAL		830
IF RETURN PREMIUM, MAIL REFUND TO:    INSURED    AGENT    PAYOR. THE ABOVE STATEMENTS ARE CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE PUNISHABLE BY FINE OR IMPRISONMENT UNDER APPLICABLE FEDERAL LAW.						CRS PREMIUM DISCOUNT ____%		—	
						SUBTOTAL		830	
						PREMIUM PREVIOUSLY PAID <i>(Excludes Probation Surcharge/ Federal Policy Fee)</i>		2,450	
						DIFFERENCE        -        (+/-)		-1,620	
						PRO RATA FACTOR		.849	
SIGNATURE OF INSURED AND DATE      SIGNATURE OF INSURANCE AGENT/BROKER      DATE (MMDDYY)						TOTAL        (+/-)		-1,375	

## EXAMPLE 6

### REDUCING BUILDING COVERAGE

- Policy term is December 1, 2009-2010
- Single family dwelling, with basement
- Regular Program, Zone B, Post-FIRM
- Policy limits: Building \$150,000/Contents \$0
- A wing of the building was destroyed by fire on July 1, 2010, and the building was repaired without the wing, reducing the value of the dwelling to \$100,000. (This explanation should be recorded in the Reason for Change section of the General Change Endorsement form.)
- Present rates are: Building .89/.30.
- Endorsement effective date is July 1, 2010.
- In Section A, enter the basic building amount (\$60,000) and the applicable rate (.89).
- In Section B, enter the new additional building amount at the same rate of .30.
- Add Sections A and B to obtain the New Premium Totals.
- Add the New Premium Totals to obtain the Premium Subtotal.
- The Premium Previously Paid is \$810 (excluding Probation Surcharge/Federal Policy Fee), which is the total current annual premium including ICC premium.
- Add ICC Premium.
- Subtract the Premium Previously Paid from the Premium Total to obtain the Difference (should be additional/return premium).
- Prorate the Difference.

Time period is July 1, 2010,  
to December 1, 2010  
Number of days is 153  
Pro rata factor is .419

INSURANCE COVERAGE			SECTION A CURRENT COVERAGE			SECTION B + INCREASED - DECREASED COVERAGE ONLY			NEW PREMIUM TOTALS
			AMOUNT	RATE	PREMIUM	AMOUNT	RATE	PREMIUM	
BUILDING BASIC			60,000	.89	534	0	—	—	534
BUILDING ADDITIONAL			90,000	.30	270	-50,000	.30	-150	120
CONTENTS BASIC			—	—	—	—	—	—	—
CONTENTS ADDITIONAL			—	—	—	—	—	—	—
IF CHANGING AMOUNT OF INSURANCE, ENTER NEW TOTAL AMOUNT BELOW						PAYMENT OPTION:  CREDIT CARD  OTHER: _____	SUBTOTAL		654
BUILDING COVERAGE			CONTENTS COVERAGE				DEDUCT. DISCOUNT/SURCHARGE		—
BASIC	ADDITIONAL	TOTAL	BASIC	ADDITIONAL	TOTAL		SUBTOTAL		654
60,000	40,000	100,000	—	—	—		ICC PREMIUM		6
							SUBTOTAL		660
IF RETURN PREMIUM, MAIL REFUND TO: INSURED AGENT PAYOR. THE ABOVE STATEMENTS ARE CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE PUNISHABLE BY FINE OR IMPRISONMENT UNDER APPLICABLE FEDERAL LAW.  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____ SIGNATURE OF INSURED AND DATE</div> <div>_____ SIGNATURE OF INSURANCE AGENT/BROKER</div> <div>_____ DATE (MMDDYY)</div> </div>						CRS PREMIUM DISCOUNT ____%		—	
						SUBTOTAL		660	
						PREMIUM PREVIOUSLY PAID (Excludes Probation Surcharge/ Federal Policy Fee)		810	
						DIFFERENCE — (+/-)		-150	
						PRO RATA FACTOR		.419	
						TOTAL (+/-)		-63	

## EXAMPLE 7

### INCREASING DEDUCTIBLE

- Policy term is January 15, 2010-2011
- Single family dwelling
- Emergency Program (Pre-FIRM)
- Current policy limits: Building \$35,000/Contents \$10,000
- Policy deductible: \$2,000/\$2,000
- Insured requests to increase deductible to \$4,000/\$2,000 (.900), effective April 15, 2010. (This explanation should be recorded in the Reason for Change section of the General Change Endorsement form.)
- Present rates are: Building .76, Contents .96.
- Enter the current building and contents coverage in Section A, and enter the applicable rates.
- Add Sections A and B to obtain the New Premium Totals.
- Add the New Premium Totals to obtain the Premium Subtotal.
- The Premium Previously Paid is \$397 (excluding ICC\*, and Probation Surcharge/Federal Policy Fee), which is the total current annual premium from Section A.
- Calculate the Deductible Discount amount and enter that amount in the block marked Difference.
- Prorate the Difference.

Time period is April 15, 2010,  
to January 15, 2011  
Number of days is 275  
Pro rata factor is .753

\*ICC-N/A in Emergency Program

INSURANCE COVERAGE			SECTION A CURRENT COVERAGE			SECTION B + INCREASED - DECREASED COVERAGE ONLY			NEW PREMIUM TOTALS
			AMOUNT	RATE	PREMIUM	AMOUNT	RATE	PREMIUM	
BUILDING BASIC			35,000	.76	266	0	—	—	266
BUILDING ADDITIONAL			—	—	—	—	—	—	—
CONTENTS BASIC			10,000	.96	96	0	—	—	96
CONTENTS ADDITIONAL			—	—	—	—	—	—	—
IF CHANGING AMOUNT OF INSURANCE, ENTER NEW TOTAL AMOUNT BELOW						PAYMENT OPTION:  CREDIT CARD  OTHER: _____	SUBTOTAL		362
BUILDING COVERAGE			CONTENTS COVERAGE				DEDUCT. DISCOUNT/SURCHARGE		-36
BASIC	ADDITIONAL	TOTAL	BASIC	ADDITIONAL	TOTAL		SUBTOTAL		326
—	—	—	—	—	—		ICC PREMIUM		N/A
							SUBTOTAL		326
IF RETURN PREMIUM, MAIL REFUND TO: INSURED AGENT PAYOR. THE ABOVE STATEMENTS ARE CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE PUNISHABLE BY FINE OR IMPRISONMENT UNDER APPLICABLE FEDERAL LAW.						CRS PREMIUM DISCOUNT ____%		—	
						SUBTOTAL		326	
						PREMIUM PREVIOUSLY PAID <i>(Excludes Probation Surcharge/ Federal Policy Fee)</i>		362	
						DIFFERENCE — (+/-)		-36	
						PRO RATA FACTOR		.753	
SIGNATURE OF INSURED AND DATE						SIGNATURE OF INSURANCE AGENT/BROKER		DATE (MMDDYY)	
						TOTAL (+/-)		-27	

POLICY NUMBER

IMPORTANT— PLEASE PRINT OR TYPE

REASON FOR CHANGE:  
(ATTACH MEMO IF ADDITIONAL SPACE IS NEEDED).

DIRECT BILL INSTRUCTIONS:

☐ BILL INSURED ☐ BILL FIRST MORTGAGEE  
☐ BILL SECOND ☐ BILL LOSS PAYEE  
☐ MORTGAGEE  
☐ BILL OTHER

POLICY PERIOD IS FROM \_\_\_\_\_ TO \_\_\_\_\_

12:01 A.M. LOCAL TIME AT THE INSURED PROPERTY LOCATION

WAITING PERIOD:

☐ STANDARD 30-DAY

☐ MAP REV. (ZONE CHANGE FROM NON-SFHA TO SFHA)—ONE DAY

ENDORSEMENT EFFECTIVE DATE:

(FOR ADDED COVERAGE, DETERMINE THE APPROPRIATE WAITING PERIOD)

☐ LOAN TRANSACTION—NO WAITING

NAME, ADDRESS OF LICENSED PROPERTY OR CASUALTY  
INSURANCE AGENT OR BROKER:

ADDRESS CHANGE ☐ YES ☐ NO

AGENCY NO.:

AGENTS TAX ID #:

NEW AGENT ☐ YES ☐ NO

IF YES, THE INSURED MUST SIGN THIS FORM

NAME, MAILING ADDRESS, AND TELEPHONE NO. OF INSURED:

PHONE NO.:

FAX NO.:

IS INSURANCE REQUIRED FOR DISASTER ASSISTANCE? ☐ YES ☐ NO

IF YES, CHECK THE GOVERNMENT AGENCY: ☐ SBA ☐ FEMA ☐ FHA

☐ OTHER (SPECIFY):

ENTER CASE FILE NUMBER

IS INSURED PROPERTY LOCATION SAME AS INSURED'S MAILING ADDRESS?

☐ YES ☐ NO IF NO, ENTER PROPERTY ADDRESS. IF RURAL,  
DESCRIBE PROPERTY LOCATION (DO NOT USE P.O. BOX).

THE LOCATION OF INSURED PROPERTY CANNOT BE CHANGED BY ENDORSEMENT -  
A NEW APPLICATION IS REQUIRED.

NAME AND ADDRESS OF FIRST MORTGAGEE

IF SECOND MORTGAGEE, LOSS PAYEE OR OTHER IS TO BE BILLED, COMPLETE  
THE FOLLOWING, INCLUDING THE NAME AND ADDRESS

☐ 2ND MORTGAGEE ☐ DISASTER AGENCY ☐ LOSS PAYEE  
☐ IF OTHER, PLEASE SPECIFY:

LOAN NO.:

PHONE NO.:

FAX NO.:

LOAN NO.:

PHONE NO.:

FAX NO.:

RATING MAP INFORMATION

NAME OF COUNTY/ PARISH

COMMUNITY NO. / PANEL NO. AND SUFFIX

FIRM ZONE

COMMUNITY PROGRAM TYPE IS: ☐ REGULAR ☐ EMERGENCY

GRANDFATHERED? ☐ YES ☐ NO IF YES, ☐ BUILT IN COMPLIANCE?

☐ CONTINUOUS COVERAGE? PRIOR POLICY NO. \_\_\_\_\_

CURRENT COMMUNITY NO./PANEL NO. AND SUFFIX \_\_\_\_\_

CURRENT FIRM ZONE \_\_\_\_\_ CURRENT BFE \_\_\_\_\_

IS INSURED BUILDING OWNED BY STATE GOVERNMENT? ☐ YES ☐ NO IS BUILDING LOCATED ON FEDERAL LAND? ☐ YES ☐ NO

BUILDING OCCUPANCY

☐ SINGLE FAMILY

☐ 2-4 FAMILY

☐ OTHER RESIDENTIAL

☐ NON-RESIDENTIAL  
(INCLUDING HOTEL/MOTEL)

BASEMENT/ENCLOSURE/  
CRAWLSPACE

☐ NONE

☐ FINISHED BASEMENT/ENCLOSURE

☐ UNFINISHED BASEMENT/ENCLOSURE

☐ CRAWLSPACE

☐ SUBGRADE CRAWLSPACE

NUMBER OF FLOORS IN ENTIRE  
BUILDING (INCLUDE  
BASEMENT/ENCLOSED AREA, IF ANY)

OR BUILDING TYPE

☐ 1 ☐ 2

☐ 3 OR MORE ☐ SPLIT LEVEL

☐ TOWNHOUSE/ROWHOUSE  
(RCBP LOWRISE ONLY)

☐ MANUFACTURED (MOBILE)  
HOME/TRAVEL TRAILER ON  
FOUNDATION

IF NOT A SINGLE FAMILY DWELLING,  
THE NUMBER OF OCCUPANCIES  
(UNITS) IS \_\_\_\_\_

CONDO FORM OF OWNERSHIP?

☐ YES ☐ NO

CONDO COVERAGE IS FOR:

☐ UNIT ☐ ENTIRE BUILDING

RESIDENTIAL CONDOMINIUM  
BUILDING ASSOCIATION POLICY  
ONLY: TOTAL NUMBER OF UNITS  
\_\_\_\_\_  
(INCLUDE NON-RES.)

☐ HIGH-RISE ☐ LOW-RISE

ESTIMATED REPLACEMENT COST  
AMOUNT \$ \_\_\_\_\_

IS BUILDING INSURED'S PRINCIPAL RESI-  
DENCE? ☐ YES ☐ NO

IS BUILDING IN THE COURSE OF  
CONSTRUCTION? ☐ YES ☐ NO

IS BUILDING WALLED AND ROOFED?

☐ YES ☐ NO

IS BUILDING OVER WATER?

☐ NO

☐ PARTIALLY

☐ ENTIRELY

IS BUILDING ELEVATED?

☐ YES ☐ NO

IF YES, AREA BELOW IS:

☐ FREE OF OBSTRUCTION

☐ WITH OBSTRUCTION

IF ELEVATED, COMPLETE PART 2 OF  
THE FLOOD INSURANCE APPLICATION.

BUILDING USE:

☐ MAIN HOUSE/BUILDING

☐ DETACHED GUEST HOUSE

☐ DETACHED GARAGE

☐ AGRICULTURAL BUILDING

☐ WAREHOUSE

☐ POOLHOUSE, CLUBHOUSE,  
RECREATION BUILDING

☐ TOOL/STORAGE SHED

☐ OTHER: \_\_\_\_\_

FOR MANUFACTURED (MOBILE)  
HOMES, COMPLETE PART 2,  
SECTION III OF THE FLOOD  
INSURANCE APPLICATION.

CONTENTS LOCATED IN:

☐ BASEMENT/ENCLOSURE

☐ BASEMENT/ENCLOSURE AND ABOVE

☐ LOWEST FLOOR ONLY ABOVE GROUND LEVEL

☐ LOWEST FLOOR ABOVE GROUND LEVEL AND HIGHER

☐ ABOVE GROUND LEVEL MORE THAN ONE FULL FLOOR

(IF SINGLE FAMILY, CONTENTS ARE RATED THROUGHOUT THE BUILDING)

IS PERSONAL PROPERTY HOUSEHOLD CONTENTS? ☐ YES ☐ NO IF NO, PLEASE DESCRIBE:

ALL BUILDINGS: (CHECK ONE OF THE FIVE BLOCKS AND RECORD CORRESPONDING DATE IN THE DATE BOX)

☐ BUILDING PERMIT DATE

☐ DATE OF CONSTRUCTION

☐ SUBSTANTIAL IMPROVEMENT DATE

☐ MANUFACTURED (MOBILE) HOMES/TRAVEL TRAILERS LOCATED IN A MOBILE HOME PARK

OR SUBDIVISION: CONSTRUCTION DATE OF MOBILE HOME PARK OR SUBDIVISION FACILITIES

☐ MANUFACTURED (MOBILE) HOMES/TRAVEL TRAILERS LOCATED OUTSIDE A MOBILE HOME PARK

OR SUBDIVISION: DATE OF PERMANENT PLACEMENT

DATE

/ /

(MM/DD/YYYY)

IS BUILDING POST-FIRM CONSTRUCTION ☐ YES ☐ NO

IF POST-FIRM CONSTRUCTION IN ZONES A, A1-A30, AE, AO, AH, V, V1-V30, VE, OR IF PRE-FIRM CONSTRUCTION IS ELEVATION RATED, ATTACH CERTIFICATION.

BUILDING DIAGRAM NUMBER \_\_\_\_\_

LOWEST ADJACENT GRADE (LAG) \_\_\_\_\_

ELEVATION CERTIFICATION DATE \_\_\_\_\_

LOWEST FLOOR ELEVATION \_\_\_\_\_ (+) BASE FLOOD ELEVATION \_\_\_\_\_ (=) DIFFERENCE TO NEAREST FOOT \_\_\_\_\_ (+ OR -)

IN ZONES V AND V1-V30 ONLY DOES BASE FLOOD ELEVATION INCLUDE EFFECTS OF WAVE ACTION? ☐ YES ☐ NO

IS BUILDING FLOOD-PROOFED? ☐ YES ☐ NO

SEE FLOOD INSURANCE  
MANUAL FOR  
CERTIFICATION FORM

DEDUCTIBLE: BUILDING \$ \_\_\_\_\_

CONTENTS \$ \_\_\_\_\_

DEDUCTIBLE BUYBACK? ☐ YES ☐ NO

TO INCREASE/DECREASE COVERAGE, COMPLETE SECTIONS A & B.

FOR RATE CHANGE, COMPLETE SECTION A ONLY.

INSURANCE COVERAGE	SECTION A CURRENT COVERAGE			SECTION B			NEW PREMIUM
	AMOUNT	RATE	PREMIUM	AMOUNT	RATE	PREMIUM	
BUILDING BASIC							
BUILDING ADDITIONAL							
CONTENTS BASIC							
CONTENTS ADDITIONAL							
IF CHANGING AMOUNT OF INSURANCE, ENTER NEW TOTAL AMOUNT BELOW				SUBTOTAL			
				DEDUCT. DISCOUNT/SURCHARGE			
				SUBTOTAL			
				ICC PREMIUM			
				SUBTOTAL			
				CRS PREMIUM DISCOUNT _____ %			
				SUBTOTAL			
				PREMIUM PREVIOUSLY PAID			
				(Excludes Probation Surcharge/ Federal Policy Fee)			
				DIFFERENCE _____ (+/-)			
				PRO RATA FACTOR			
				TOTAL _____ (+/-)			

IF RETURN PREMIUM, MAIL REFUND TO: ☐ INSURED ☐ AGENT ☐ PAYOR. THE ABOVE STATEMENTS ARE CORRECT TO THE  
BEST OF MY KNOWLEDGE, I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE PUNISHABLE BY FINE OR IMPRISONMENT  
UNDER APPLICABLE FEDERAL LAW.

SIGNATURE OF INSURED AND DATE

SIGNATURE OF INSURANCE AGENT/BROKER

DATE (MM/DD/YYYY)

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