CANCELLATION/NULLIFICATION

Flood insurance coverage may be terminated at any time, by either canceling or nullifying the policy depending upon the reason for the transaction. If coverage is terminated, the insured may be entitled to a full or partial refund under applicable rules and regulations. In some instances, the insured might be ineligible for a refund.

I. PROCEDURES AND VALID REASONS

Submit a completed Cancellation/Nullification Request Form and proper documentation to the current NFIP insurer for processing.

A. Refund Processing Procedures

1. The current NFIP insurer (WYO Company or Direct Business) will be responsible for returning the premium for the current and 1 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.

2. Requests for refunds for more than 2 years (Reason Codes 4, 6, 10, 16, and 22 only) 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:

      - A policy cancellation request and the premium refund calculation for each year.
      - 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.
      - Photographs to verify ineligible risks.
      - For Cancellation Reason Code 22 only (standard policy eligible for PRP): A Letter of Map Amendment (LOMA); a Letter of Map Revision (LOMR); 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. Mail the appropriate documentation to the NFIP Bureau and Statistical Agent, Under-writing Department, P.O. Box 310, Lanham, MD 20703.

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. The insured must have a current NFIP policy to be eligible for a refund of any prior year's premium. All existing refund rules concerning the Federal Policy Fee and producer commission remain in effect.

TRRP reason codes in this section are used for reporting purposes only.

B. Reason Codes for Cancellation/ Nullification of NFIP Policies

1. Building Sold or Removed. (TRRP reason 01)

The insured has sold or transferred ownership of the insured property and no longer has an insurable interest; the builder or developer has requested to cancel the policy mid-term because a newly created association has purchased a policy under its name; or the insured property has been removed from the described location. The effective date of the cancellation is the date the insured ceased to have an insurable interest in the property. For buildings sold, proof-of-sale documentation is required.

- Type of Refund: Pro Rata
- Years Eligible for Refund: Up to 2 years
- Cancellation Request: Must be received within 1 year of date of sale or removal
- Documentation: Bill of sale, settlement statement, proof of removal, or proof of total loss

2. **Contents Sold or Removed**. (TRRP reason 02)

The insured has sold or transferred ownership of the insured property and no longer has an insurable interest, or the insured property has been completely removed from the described location. The effective date of the cancellation is the date the insured ceased to have an insurable interest in the property at the described location, or the date the property was removed from the described location.

- Type of Refund: Pro Rata
- Years Eligible for Refund: Up to 2 years
- Cancellation Request: Must be received within 1 year of date of sale or removal
- Documentation: Bill of sale, proof of contents removal, or proof of total loss

3. **Policy Canceled and Rewritten To Establish a Common Expiration Date with Other Insurance Coverage**. (TRRP reason 03)

The new policy must be rewritten within the **same company** for the same or higher amounts of coverage. However, if it is rewritten for higher amounts of coverage, the waiting period rule will apply. The producer must submit a new Application and premium. Upon receipt of the new policy declarations page, the producer should request *cancellation* of the prior policy. The effective date of the cancellation will be the same as the effective date of the new policy.

- Type of Refund: Pro Rata
- Years Eligible for Refund: Current year
- Cancellation Request: Must be received within 1 year of the new policy effective date
- Documentation: Copy of new policy declarations page

4. **Duplicate NFIP Policies.** (TRRP reason 04)

When a duplicate NFIP policy has been issued, only one policy can remain in effect. The insured can choose which policy is to remain in effect and which policy is to be canceled. This does not apply when there has been a deliberate creation of duplicate policies. If this event does occur, the policy with the later effective date must be canceled. Losses occurring under such circumstances will be adjusted according to the terms and conditions of the first policy.

When coverage has been force-placed by a lender using a conventionally written standard policy because the required underwriting information is available, that policy is considered equivalent to the MPPP policy. The WYO Company is authorized to cancel the standard (force-placed) or the MPPP policy, provided that a copy of the force-placement letter from the mortgagee and a copy of the policy declarations page are submitted with the Cancellation/Nullification Request Form.

- Type of Refund: Pro Rata
- Years Eligible for Refund: Up to 6 years
- Cancellation Request: Must be received within 1 year of the policy expiration date
- Documentation: Copy of declaration page(s) and, for the MPPP, a copy of the force-placement letter from the mortgagee

5. **Non-Payment.** (TRRP reason 05)

When a producer accepts a premium payment from a client and then submits an agency check to the NFIP with the application, the policy may be nullified if the client's check is returned because of insufficient funds or any other reason the check is not made good to the producer. The bank's notice must be attached to the form when this situation occurs. If the producer can document this, a full premium refund is provided to the producer. If a WYO company has covered the premium for a prospective insured and then does not receive payment, the policy can be nullified.

This reason cannot be used if the producer advanced agency funds and the client simply refused to pay the agency.

- Type of Refund: Full

- Years Eligible for Refund: Current year
- Cancellation Request: Must be received during the policy year
- Documentation: Bank notice of non-payment

6. **Risk Not Eligible for Coverage.** (TRRP reason 06)

This reason is used to *nullify* a policy when an application was submitted and a policy issued on a property not eligible for coverage. A clear and precise explanation must be included when submitting this type of cancellation request. Examples include:

- Property not located in a community participating in the NFIP. (The use of an incorrect community number allowed the policy to be issued.)
- Contents located in an open building.
- Property is located in a Coastal Barrier Resources System (CBRS) area.

- Type of Refund: Full
- Years Eligible for Refund: No limit, back to policy inception
- Cancellation Request: Must be received within 1 year of the policy expiration date
- Documentation: Tax records, Section 1316 declaration, or CBRA determination, as appropriate, or photographs showing ineligibility

7. **Property Closing Did Not Occur.** (TRRP reason 08)

This reason is used to *nullify* a policy when a policy is issued for a closing at the time of settlement on a property and the transfer of the property does not take place. The client does not actually acquire an insurable interest in the property.

- Type of Refund: Full
- Years Eligible for Refund: Current year
- Cancellation Request: Must be received during the policy year
- Documentation: Statement from title company, lender, or attorney representing the interests of title company, lender, or insured, that the property closing did not occur

8. **Policy Not Required by Mortgagee.** (TRRP reason 50)

This provides a means to cancel a policy when coverage was required by the mortgagee for a closing and it was later determined that the property was not located in a Special Flood Hazard Area (SFHA). As a result, coverage was not required by the mortgagee. The mortgagee's statement to this effect must be attached to the Cancellation/Nullification Request Form.

This cancellation reason can be used only if the cancellation request was made during the initial policy term. The cancellation effective date is the date the cancellation request is received by the writing company. A revised determination from the lender may be used to cancel the policy. A FEMA Out-As-Shown Determination, as a result of a LOMA application, is needed if there is a discrepancy between the lender's and the insured's determinations.

NOTE: This cancellation reason may be used even if the policy was written as being in a non-SFHA.

- Type of Refund: Pro Rata
- Years Eligible for Refund: Current year
- Cancellation Request: Must be received during the policy year
- Documentation: Copy of original mandatory purchase document and current mortgagee statement that policy is not required; a revised determination from the lender showing that the building is not in an SFHA.

9. **Insurance No Longer Required by Mortgagee Because Property Is No Longer Located in a Special Flood Hazard Area Because of a Physical Map Revision.** (TRRP reason 09)

Flood insurance was initially required by the mortgagee or other lender because the property was determined to be in an SFHA. Following the physical revision of a map, if the property is no longer located in an SFHA, then the policy may be canceled

provided the mortgagee confirms in writing that the insurance is no longer required because the property was removed from the SFHA.

NOTE: RCBAP policies require a release from the mortgagee of every unit owner in the association or a statement of the unit owner, if no mortgagee. Only after this requirement is met can the policy be canceled. The condominium association must provide a signed letter that lists the number of units and specifies the owner of each unit.

- Type of Refund: Full
- Years Eligible for Refund: Current year and for an additional policy year in those cases where the insured had been required to renew the policy during the 6-month period when a revised map was being reprinted, provided no claim has been paid or is pending during the policy year that is being canceled
- Cancellation Request: Must be received during the policy year or within 6 months of the policy expiration date
- Documentation: Statement from mortgagee that insurance was required as part of mortgage but is no longer required, and a copy of the revised map

10. Condominium Policy (Unit or Association) Converting to RCBAP. (TRRP reason 45)

This provides a means to cancel a condominium policy because coverage is being provided under an RCBAP. Duplicate coverage occurs when the unit owner policy and the RCBAP limits are more than the cost of the unit, up to the maximum limits of the Program.

- Type of Refund: A pro rata premium refund, including Federal Policy Fee and Probation Surcharge, is provided.
- Years Eligible for Refund: Up to 6 years
- Cancellation Request: Must be received within 1 year of the policy expiration date
- Documentation: Copy of RCBAP and value of unit

12. Mortgage Paid Off. (TRRP reason 52)

This reason is used to cancel a policy that was obtained due to a requirement by a mortgagee or lender as a condition of a mortgage loan, and that mortgage loan has now been paid off.

- Type of Refund: Pro Rata
- Years Eligible for Refund: Current year
- Cancellation Request: Must be received within 6 months of the date the mortgage was paid off for the cancellation to be effective on the date of payoff. When the request is received after 6 months, the effective date for cancellation is the receipt date of the request.
- Documentation: Statement from mortgagee that mortgage has been paid off and that flood insurance was required as part of mortgage

13. Voidance Prior to Effective Date. (TRRP reason 60)

This reason is used when coverage is not mandatory and a policyholder decides during the 30-day waiting period, or prior to the effective date of a renewal, not to take the policy, after submitting a premium payment.

- Type of Refund: Full
- Years Eligible for Refund: Current year
- Cancellation Request: Must be received prior to the policy effective date
- Documentation: Policyholder's request

14. Voidance Due to Credit Card Error. (TRRP reason 70)

This reason is used when an error or billing dispute occurs (processing error or fraud) on a credit card payment.

- Type of Refund: Full
- Years Eligible for Refund: Current year
- Cancellation Request: Must be received during the policy year
- Documentation: Credit card notice of non-payment

15. **Insurance No Longer Required Based on FEMA Review of Lender's Special Flood Hazard Area Determination.** (TRRP reason 16)

Flood insurance was initially required by the mortgagee or other lender because the property was determined to be in a Special Flood Hazard Area (SFHA). Following a review under the Flood Disaster Protection Act of 1973, as amended, FEMA issued a Letter of Determination Review (LODR) because the building or manufactured home is not in an SFHA and insurance is not required. The policy may be canceled back to inception.

This cancellation reason can be used only if the request from the borrower and lender was sent to FEMA for a LODR within 45 days from the lender's notification to the borrower that the building is in an SFHA and that flood insurance is required.

- Type of Refund: Full
- Years Eligible for Refund: Current year provided no claim has been paid or is pending
- Cancellation Request: Must be received during the policy year or within 6 months of the policy expiration date
- Documentation: Copy of FEMA's Letter of Determination Review, and statement from the lender that flood insurance is not required

16. **Duplicate Policies from Sources Other Than the NFIP.** (TRRP reason 17)

This reason code is used to cancel an NFIP policy when a duplicate policy has been obtained from sources other than the NFIP.

- Type of Refund: Pro Rata
- Years Eligible for Refund: Current year
- Cancellation Request: Must be received within 6 months of the new policy effective date. When the request is received after 6 months, the effective date for cancellation is the receipt date of the request.
- Documentation: Copy of declarations page of the new policy and a statement from the mortgagee, if any, accepting the non-NFIP policy as the replacement

18. **Mortgage Paid Off on a Mortgage Portfolio Protection Program (MPPP) Policy.** (TRRP reason 52)

This reason code is used to cancel an MPPP Policy after the mortgage is paid off.

- Type of Refund: Pro Rata
- Years eligible for refund: Current year
- Cancellation Request: Must be received within 6 months of the date the mortgage was paid off for the cancellation to be effective on the date of payoff. When the request is received after 6 months, the effective date for cancellation is the receipt date of the request.
- Documentation: Statement from mortgagee that mortgage has been paid off and that flood insurance was required as part of mortgage

19. **Insurance No Longer Required by the Mortgagee Because the Structure Has Been Removed from the Special Flood Hazard Area (SFHA) by Means of Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR).** (TRRP reason 20)

Where flood insurance was required by the mortgagee or other lender because the property was determined to be in an SFHA, and it is later determined that the property is no longer located in an SFHA through the issuance of a LOMA or LOMR, the policy can be canceled provided the lender confirms in writing that the insurance is no longer required because the property was removed from the SFHA. A copy of the LOMA or LOMR must accompany this request.

NOTE: RCBAP policies require a release from the mortgagee of every unit owner in the association or a statement of the unit owner, if no mortgagee. Only after this requirement is met can the policy be canceled. The condominium association must provide a signed letter that lists the number of units and specifies the owner of each unit.

- Type of Refund: Full

- Years Eligible for Refund: Current year and, if applicable, 1 prior year provided no claim has been paid or is pending during the policy year that is being canceled

- Cancellation Request: Must be received during the policy year or within 6 months of the policy expiration date

- Documentation: Statement from mortgagee that flood insurance is no longer required because the property was removed from the SFHA, and a copy of the LOMA/LOMR

20. Policy Was Written to the Wrong Facility (Repetitive Loss Target Group). (TRRP reason 21)

This reason is used to cancel a policy flat when coverage was inadvertently written to the wrong facility on those structures that were identified as part of the Repetitive Loss Target Group. The cancellation effective date must be the same as the policy effective date.

- Type of Refund: Full

- Years Eligible for Refund: Current year

- Cancellation Request: Must be received during the policy year

- Documentation: Repetitive Loss Target Group Report provided by the NFIP Bureau and Statistical Agent

21. Other: Continuous Lake Flooding or Closed Basin Lakes. (TRRP reason 10)

This cancellation code is used for continuous lake flooding or closed basin lakes. The cancellation can be for only one term of a policy. The cancellation effective date must be after the date of loss.

- Type of Refund: No refund allowed

- Years Eligible for Refund: N/A

- Cancellation Request: N/A

- Documentation: FEMA notification

22. Cancel/Rewrite Due to Misrating. (TRRP reason 22)

This reason code is used when ineligible PRPs or MPPP policies are canceled and rewritten and when changes are made due to system constraints. The code should also be used to cancel a standard policy that is eligible for a PRP. Refunds resulting from the cancellation must be applied to the rewritten policy prior to any refund being generated. Use rollover indicator “Z” to report the new policy.

- Type of Refund: Full

- Years Eligible for Refund: Up to 6 years

- Cancellation Request: N/A

- Documentation: LOMA, LOMR, zone determination, copy of map, etc.

23. Fraud. (TRRP reason 23)

This reason code is used when fraud has been determined by FEMA. No premium refund is allowed with this reason code. The agent will retain the full commission, and the company’s expense allowance will not be reduced.

- Type of Refund: No refund allowed

- Years Eligible for Refund: N/A

- Cancellation Request: N/A

- Documentation: FEMA notification

24. Cancel/Rewrite Due to Map Revision, LOMA, or LOMR. (TRRP reason 24)

Effective February 1, 2005, this reason code is used to cancel and rewrite a standard flood insurance policy to a PRP as the result of a map revision, LOMA, or LOMR. The standard policy will be canceled and rewritten as a PRP as of inception. Use New/Renewal Indicator ‘Z’ to report the new policy. Premium from the canceled policy will be applied to the PRP with the difference refunded to the policyholder. No 30-day waiting period will apply to the PRP. The agent will retain the full commission, and the company’s expense allowance will not be reduced. This rule applies to the current policy year and

one prior year provided that the effective date of the map revision or LOMA/LOMR occurred during the prior year.

- Type of Refund: Full
- Years Eligible for Refund: 2
- Cancellation Request: Must be received during the policy year or within 6 months of the policy expiration date
- Documentation: Copy of revised map, LOMA, or LOMR.

II. COMPLETING THE CANCELLATION/ NULLIFICATION REQUEST FORM

A. Current Policy Number

In the upper right corner of the form, enter the NFIP policy number.

B. Policy Term

Enter the policy term and the cancellation effective date.

C. Agent Information

Enter the complete name, mailing address, phone number, and fax number of the producer.

D. Insured Mail Address

Enter the complete name, mailing address, and phone number of the insured. If the insured has moved to a new location, enter the new mailing address.

E. First Mortgagee

Enter the complete name, mailing address, phone number, and fax number of the first mortgagee.

F. Other Parties Notified

Enter the complete name and mailing address of all other interested parties who are to be notified, such as any additional insured, the second mortgagee, the loss payee, trustee, or disaster assistance agency.

G. Property Location

Enter the location of the insured property.

H. Cancellation Reason Code

Check the reason for cancellation of the policy and provide any additional information required.

I. Refund

Check the appropriate box to indicate to whom the refund is to be made payable.

When a Cancellation/Nullification Request Form is received that directs the NFIP to make a premium refund to the PAYOR and the policy has been endorsed showing the PAYOR as a WYO Company or agency, the NFIP will make the refund payable to the insured and mail the refund in care of the producer. Check the appropriate box to indicate to whom the refund should be mailed.

J. Signature

The insured must sign and date the Cancellation/Nullification Request Form for all cancellation reason codes except 5 and 6. The producer must sign, date, and enter a Tax I.D. Number or Social Security Number in every case. After completing the form, attach all required supporting documents and mail the original to the NFIP.

The producer should retain the second copy, give the third copy to the insured, and the fourth copy to the mortgagee.

After processing the Cancellation/Nullification Request Form, the NFIP will send the producer, mortgagee, and insured a notice of cancellation.

Processing Outcomes for Cancellation/Nullification of a Flood Insurance Policy

Reason Code for Cancellation/ Nullification (with TRRP Code)	PREMIUM REFUND		FEDERAL POLICY FEE AND PROBATION SURCHARGE			PRODUCER COMMISSION (Direct Business Only)		
	Full	Pro Rata	Full Refund	Pro Rata	Fully Earned	Full Deduction	Pro Rata	Retained
1 (01)		✓		✓			✓	
2 (02)		✓		✓			✓	
3 (03)		✓		✓			✓	
4 (04)		✓		✓			✓	
5 (05)	✓		✓			✓		
6 (06)	✓		✓			✓		
7 (08)	✓		✓			✓		
8 (50)		✓		✓			✓	
9 (09)	✓		✓					✓
10 (45)		✓		✓			✓	
12 (52)		✓		✓			✓	
13 (60)	✓		✓			✓		
14 (70)	✓		✓			✓		
15 (16)	✓		✓			✓		
16 (17)		✓		✓			✓	
18 (52)		✓		✓			✓	
19 (20)	✓		✓					✓
20 (21)	✓		✓			✓		
21 (10)	NO REFUND ALLOWED				✓			✓
22 (22)	✓		✓			✓		
23 (23)	NO REFUND ALLOWED				✓			✓
24 (24)	✓		✓					✓

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

O.M.B. No. 1660-0006 Expires July 31, 2006

National Flood Insurance Program

FLOOD INSURANCE CANCELLATION/NULLIFICATION REQUEST FORM

CURRENT POLICY NUMBER

FL _____

IF THIS POLICY IS CANCELED BY THE INSURED THROUGH HIS AUTHORIZED REPRESENTATIVE, IT SHALL REMAIN IN FORCE FOR THE BENEFIT OF THE MORTGAGEE (OR TRUSTEE) FOR 30 DAYS AFTER WRITTEN NOTICE TO THE MORTGAGEE (OR TRUSTEE) OF SUCH CANCELLATION AND THEN CEASE. SEE REVERSE SIDE FOR PRIVACY STATEMENT.

POLICY TERM

POLICY TERM IS FROM ___/___/___ (MM DD YY) TO ___/___/___ (MM DD YY)

CANCELLATION EFFECTIVE DATE ___/___/___ (MM DD YY)

AGENT INFORMATION

MAILING ADDRESS, PHONE NO., AND FAX NO. OF LICENSED PROPERTY OR CASUALTY INSURANCE AGENT/BROKER WHOSE POLICY IS BEING TERMINATED

INSURED MAIL ADDS

NAME, ADDRESS, AND PHONE NO. OF INSURED FOR MAILING REFUND

FIRST MORTGAGEE

NAME, ADDRESS, PHONE NO., AND FAX NO. OF FIRST MORTGAGEE INCLUDING LOAN NUMBER

OTHER PARTIES NOTIFIED

PROPERTY LOCATION

INSURED PROPERTY LOCATION

CANCELLATION REASON CODE

THIS POLICY MAY ONLY BE CANCELED UPON TERMINATION OF THE INSURED'S OWNERSHIP IN THE PROPERTY COVERED AT THE LOCATION DESCRIBED ON THE DECLARATION PAGE OF THE POLICY FOR REASON CODES (1) AND (2) BELOW. CANCELLATION REASON CODE: _____

1) BUILDING SOLD OR REMOVED.
2) CONTENTS SOLD OR REMOVED.
3) POLICY CANCELED AND REWRITTEN TO ESTABLISH COMMON EXPIRATION DATE WITH OTHER INSURANCE COVERAGE.
4) DUPLICATE NFIP POLICIES.
5) NON-PAYMENT.
6) RISK NOT ELIGIBLE FOR COVERAGE.
7) PROPERTY CLOSING DID NOT OCCUR (NO INSURABLE INTEREST).
8) POLICY OBTAINED FOR PROPERTY CLOSING, BUT NOT REQUIRED BY MORTGAGEE AS PROPERTY NOT IN SFHA .
9) INSURANCE NO LONGER REQUIRED BY MORTGAGEE; PROPERTY NO LONGER IN SFHA BECAUSE OF PHYSICAL MAP REVISION.
10) CONDOMINIUM POLICY (UNIT OR ASSOCIATION) CONVERTING TO RCBAP.
12) MORTGAGE PAID OFF.
13) VOIDANCE PRIOR TO EFFECTIVE DATE.
14) VOIDANCE DUE TO CREDIT CARD ERROR.
15) INSURANCE NO LONGER REQUIRED BASED ON FEMA REVIEW OF LENDER'S SFHA DETERMINATION (LODR).
16) DUPLICATE POLICIES FROM SOURCES OTHER THAN THE NFIP.
18) MORTGAGE PAID OFF ON MPPP POLICY.
19) INSURANCE NO LONGER REQUIRED BY MORTGAGEE BECAUSE STRUCTURE REMOVED FROM SFHA BY MEANS OF LOMA OR LOMR.
20) POLICY WRITTEN TO WRONG FACILITY (REPETITIVE LOSS TARGET GROUP).
21) OTHER: CONTINUOUS LAKE FLOODING OR CLOSED BASIN LAKES.
22) CANCEL/REWRITE DUE TO MISRATING.
23) FRAUD.
24) CANCEL/REWRITE DUE TO MAP REVISION, LOMA, OR LOMR.

REFUND

MAKE REFUND PAYABLE TO: INSURED ☐ PAYOR ☐ AGENT ☐ (REASON 5 ABOVE ONLY)

MAIL REFUND TO: INSURED ☐ PAYOR ☐ AGENT ☐ (REASON 5 OR AT REQUEST OF INSURED)

SIGNATURE

THE ABOVE STATEMENTS ARE CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENT MAY BE PUNISHABLE BY FINE OR IMPRISONMENT UNDER 18 U.S. CODE, SECTION 1001. INSURANCE AGENT ALSO CERTIFIES THAT ITEMS ON THE REVERSE HAVE BEEN DISCUSSED WITH INSURED.

_____ ___/___/___
SIGNATURE OF INSURED (MM DD YY)

(NOT REQUIRED FOR REASON 5 OR 6)

_____ ___/___/___
SIGNATURE OF AGENT/BROKER (MM DD YY)

AGENT BROKER TAX ID [T] SSN [S] _____

NFIP COPY

PLEASE ATTACH ALL REQUIRED DOCUMENTS TO NFIP COPY OF CANCELLATION/NULLIFICATION FORM.

FEMA Form 81-17, JUL 03 PREVIOUS EDITIONS ARE OBSOLETE. F-052 (4/05)

SPECIAL NOTE TO INSURANCE AGENT: SEND ORIGINAL TO NFIP, KEEP SECOND COPY FOR YOUR RECORDS, GIVE THIRD COPY TO THE INSURED, AND FOURTH COPY TO MORTGAGEE.

FLOOD INSURANCE
CANCELLATION/NULLIFICATION REQUEST FORM
FEMA FORM 81-17

NONDISCRIMINATION

No person or organization shall be excluded from participation in, denied the benefits of, or subjected to discrimination under the Program authorized by the Act, on the grounds of race, color, creed, sex, age or national origin.

PRIVACY ACT

The information requested is necessary to process your Flood Insurance Application for a flood insurance policy. The authority to collect the information is Title 42, U.S. Code, Sections 4001 to 4028. Disclosures of this information may be made: to federal, state, tribal, and local government agencies, fiscal agents, your agent, mortgage servicing companies, insurance or other companies, lending institutions, and contractors working for us, for the purpose of carrying out the National Flood Insurance Program; to current Repetitive Loss Target Group (RLTG) property owners and Preferred Risk Policy (PRP) owners for the purpose of property loss history evaluation; to the American Red Cross for verification of nonduplication of benefits following a flooding event or disaster; to law enforcement agencies or professional organizations when there may be a violation or potential violation of law; to a federal, state or local agency when we request information relevant to an agency decision concerning issuance of a grant or other benefit, or in certain circumstances when a federal agency requests such information for a similar purpose from us; to a Congressional office in response to an inquiry made at the request of an individual; to the Office of Management and Budget (OMB) in relation to private relief legislation under OMB Circular A-19; and to the National Archives and Records Administration in records management inspections. Solicitation of your Social Security Number (SSN) is authorized under Executive Order 9397. Providing the SSN, as well as the other information, is voluntary, but failure to do so may delay or prevent issuance of the flood insurance policy.

GENERAL

This information is provided pursuant to Public Law 96-511 (Paperwork Reduction Act of 1980, as amended), dated December 11, 1980, to allow the public to participate more fully and meaningfully in the Federal paperwork review process.

AUTHORITY

Public Law 96-511, amended, 44 U.S.C. 3507; and 5 CFR 1320.

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 7.5 minutes per response. Burden means the time, effort, and financial resources expended by persons to generate, maintain, retain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the form, including suggestions for reducing the burden to: U.S. Department of Homeland Security, Emergency Preparedness and Response Directorate, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0006). **NOTE: Do not send your completed form to this address.**