

REQUEST FOR ENDORSEMENT

Endorsement requests must be in writing, include the policy number and a clear description of the requested change, and be requested by the named insured or by his/her licensed property insurance agent or broker or mortgagee.

All endorsements will be issued by the Plan following its review and approval. No producer has or will have any authority to issue any endorsement or to bind the Plan in any way.

A. CHANGE OF PRODUCER

A request for change of producer must be accompanied by a "Broker of Record" letter signed by the named insured and indicating that the new producer is to act as the insured's representative with regard to the designated policy or policies.

The new producer will assume responsibility for return commissions in the event of cancellation or return premiums.

B. CHANGE OF LOCATION

Except for policies covering only household furniture in use, the Plan will not endorse any policy to transfer the location of property covered. The policy must be returned for cancellation and a new application submitted for the new location. See the Immediate Coverage Section . When the policy is returned, cancellation will be calculated on a pro rata basis with no penalty to the insured.

C. ASSIGNMENT OF INTEREST

The Plan will not accept or recognize assignments of interest except upon the death of the named insured. In that case, it will recognize transfer to:

1. A surviving spouse, if policy showed both names; or
2. The estate of the decedent, naming the executor(s), administrators(s) or trustee(s) of the estate.

In all other circumstances an application must be submitted for the new owner. The policy must be cancelled and rewritten except for the transfer of the property to a sibling or adding additional named insureds. Cancellation will be on a pro rate basis without penalty.

D. ADDITIONAL OR CHANGE OF LIEN HOLDER

If other than a recognized mortgage lending institution is to be named as mortgagee, proof of that mortgagee's interest must be submitted with the request for endorsement. Proof may consist of a copy of the signed and recorded mortgage agreement or indenture, or a copy of the settlement sheet showing a Purchase Money Mortgage.

E. INCREASE IN COVERAGE

Many people do not have enough property insurance when they have a loss. If the property is reasonably well maintained, it is likely that its value has increased. A licensed insurance broker or agent should help determine whether insurance is adequate.

Requests for increase in amount(s) of insurance, if approved, will be effective ten (10) days from date of receipt in the FAIR Plan office or on such subsequent date as may be requested. Increases in liability are subject to the maximum limits of insurance in the Plan. See the "Maximum Limits of Liability" Section . If the increase in amount is declined by the Plan, written notice of such declination will be mailed within ten (10) days of receipt of request.

No payment should be submitted with an endorsement request. If an increase in coverage is approved, an endorsement will be issued and additional premium, if any, will be billed with the endorsement. Refer to the Section , "Additional Premiums".

F. DECREASE IN COVERAGE

Requests for decrease in amount(s) of insurance, if approved, will be effective on the date of receipt in the FAIR Plan office or on such subsequent date as may be requested. If the decrease in amount is declined by the Plan, written notice of such declination will be mailed within ten (10) days of receipt of request.

When a request for decrease in amount of coverage is received for a policy carrying a Coinsurance Clause, the Plan may require submission of proof of compliance with the coinsurance requirement. Lacking such proof, the substitution of a lower coinsurance percentage may be required.

Returned premiums, if any, will be calculated in accordance with the rules of the Insurance Services Office.

Refer to the Section "Return Premiums".

G. IMMEDIATE COVERAGE (PROVISIONAL PREMIUM) POLICY

When a request for a premium endorsement is received for a policy written at provisional rates, an acknowledgment of receipt of the request will be mailed within ten (10) days. If the request is approved, this acknowledgment will indicate the date that the request change is bound.

If, after inspection, the property is determined to be eligible and insurable the policy will first be endorsed to finalize the provisional rates. The requested endorsement(s) will then be issued effective as of the date the change was bound.