

Quick Reference Card (QRC) – New York

Binding Criteria		Files to be Retained by Agent
Form	Min. – Max. Limits	
HO-3/5	Cov. A: \$150,000 - \$750,000* *Higher limits require prior underwriting approval. Risks may be considered when combined coverages A,B,C,D are less than \$5 million	Signed applications Companion Policy Discount (auto, UPC flood, umbrella): evidence of active policy Proof of prior insurance: declarations page showing the prior liability limit Copy of the current cost estimator used to substantiate the dwelling value if coverage exceeds 20% of the RCE calculation provided in our system
HO-6	Cov. C: \$10,000 - Cov. A+C \$1 million** **Coverage A and C combined max limit	Protective Devices Discount (fire and sprinkler): protective device documents Current bill of sale or appraisal for applicable scheduled items
All Forms	Section II Personal Liability: \$100,000 - \$1,000,000 Medical Payments: \$1000 - \$10,000	Secured Community/Theft Discount (gated community and theft alarm): documentation for all secured community/theft discounts
All Forms	Deductibles Wind deductible must be equal to or greater than the AOP deductible	Wind Opening Protection Discount: proof must show a licensed contractor with proper permits has installed or a qualified professional has certified either of the following: <ul style="list-style-type: none"> All exterior openings including windows, doors, skylights, and vents are protected (roof ridge vents and soffit vents do not need to be protected) and meet the minimum requirements of the International Residential Building code or Impact resistant glass on all windows meeting the minimum requirements of the International Residential Building Code

Scheduled Personal Property			
Property	Max Per Item	Max Class	Max Total Schedule
Jewelry	\$50,000	N/A	No professional use \$150,000 or 50% of Cov C (whichever is less) Central station burglar alarm required for total schedules over \$50k. Direct or local alarm for total schedule over \$25k Complete description required on all items Bill of sale or appraisal within past 5 years is required for any item \$10,000 or greater
Furs	\$25,000	N/A	
Silverware, Fine Arts, Cameras, etc.	\$10,000	N/A	
Firearms	\$10,000	\$20,000	

Payment Plans <small>(outside premium financing is ineligible) Down Payment is required prior to binding for all New Business Closing submissions except Mortgagee Bill & Paid in Full at Closing</small>						
Payment Type	AOP Discount	Pay Plan	Money Due at Inception	Inst. Amt	Inst. Fee	Inst. Due
Paid in Full - Check, Credit Card, or EFT	16.6%	Full	Full payment	n/a	n/a	n/a
Mortgagee Bill & Paid in Full at Closing						
Installments - Check or Credit Card	n/a	2-Pay	55% of premium	45%	\$2	180 days
		4-Pay	31% of premium	23%		90, 180, 270 days
Installments - EFT (\$10 policy credit applies)	n/a	2-Pay	55% of premium	45%	n/a	180 days
		4-Pay	31% of premium	23%		90, 180, 270 days
		10-Pay	25% of premium	8.3%		Every 30 days

Quote Variables (Criteria used for tier placement include prior liability limit, insurance score, and prior claims)		
Quote Variables	Form	Description
Roof Age	HO-3/5	Discounts on wind premium depending on home age vs roof age
Townhouse/Rowhouse number of units	HO-3/5	Surcharge applies to AOP premium based on the number of units within the firewall
Rental or Home Sharing Exposure	HO-6	6-12 month lease, Short-term rental 90 day maximum per policy term, Rental while owner resides in the home
Floors Above Unit (multi-unit buildings)	HO-6	The number of floors above the insured unit determines the factor rather than the total # of condo stories
Deductibles (AOP and Wind)	All forms	Wind deductibles must be equal to or greater than AOP deductible
Age of Home	All forms	Home age affects both AOP and Wind premiums
Age & Marital Status of Named Insured	All forms	Age & Marital status affect both AOP and Wind premiums
Companion Policy Discount	All forms	UPC flood policy, auto or umbrella policy at the agency
Renovation Discount	All forms	Homes greater than 11 years old are eligible. Discounts based on partial and complete renovation credits for new wiring, new plumbing and/or new hot water heater
Hip Roof Discount	All forms	A 10% discount applies to the wind premium. Hip roof applies when roof is >=90% hip. Discount does not apply if there is a skylight or overhangs that exceed 18 inches
Protective Device Discount	All forms	AOP discounts for Fire Alarm (Central, Direct or Local) and Sprinkler (Full or Partial system)
Secured Community/Theft Discount	All forms	Varying degree of discount regarding combination of gated community and/or theft alarm
Wind Opening Protection Discount	All forms	A 10% discount applies to the wind premium
Months Unoccupied	All forms	Enter the number of months during a calendar year that the home is unoccupied 0-9

Contact Us				
Phone, Fax and Email	Correspondence	Payments	Overnight Payments	Claims
877-369-0304 Fax 727-824-2822 UPCNYservice@upcinsurance.com	UPC Insurance P.O. Box 14507 St. Petersburg, FL 33733-4507	UPC Insurance P.O. Box 31588 Tampa, FL 33631-3588	UPC Insurance Lockbox #375 4700 140th Ave N, Suite 106 Clearwater, FL 33762	24 hr Reporting: 1-888-CLM-DEPT 1-888-256-3378 www.upcinsurance.com/claims/

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Underwriting Guidelines

Dwelling Exterior

- All risks must be well maintained and free of damage, debris, and liability hazards regardless of age
- Dwelling must be a 1- or 2-family residence. 3- or 4-family dwellings are ineligible
- Dwelling cannot be considered a historical dwelling (i.e., listed on a historical register)
- Dwellings that are equipped with security bars must have an interior lock mechanism to open the bars in case of an emergency
- Dwellings with an open foundation less than 6 feet, with or without a crawl space must be completely enclosed with material such as block, brick, siding, or lattice. Dwellings built on pilings/piers for flood control purposes are acceptable
- Dwelling may not have trees overhanging the roof or deemed by the company (during underwriting review of the inspection) to be in dangerous proximity to the dwelling or appurtenant structures
- Townhouse or rowhouse in buildings of more than 4 units must be separated on either side by four hour masonry firewalls
- Frame row houses (3 or more in a row) built before 1975 are ineligible

Occupancy

- No coverage for vacant or unoccupied dwellings, unless seasonal or secondary dwellings that are occupied for at least three (3) months per policy period
- Dwelling must be occupied by the owner or occupied by the grantor/trustee of a trust that owns the home (if any trustee whether or not living in the home is a business or a professional providing services to the trust, the policy is ineligible)
- Dwelling must be used solely for residential purposes & contain no more than 2 families per unit
- and cannot be an unoccupied home for sale, in foreclosure, or have foreclosure pending
- Applicant/Co-applicant (HO) or tenant (dp) must reside at dwelling/unit for at least 3 months per policy period
- Properties occupied less than 9 months in a 12-month period must be inspected on a weekly basis and have a central monitored water leakage detection system
- Vacant dwellings are ineligible
- Rental at any time is not permitted (HO-3/5)
- Dwellings occupied by roomers or boarders are ineligible
- Dwellings used for student housing are ineligible
- Single family homes that are modified by adding additional living spaces such as additional kitchens are ineligible, unless proper permits are granted
- HO-6 allows for Rental and Home Sharing. Please see the [HO-6 Unit-Owners Rental Guidelines](#) for eligibility

Location

- Properties not accessible by roads or bridges are ineligible
- Dwellings may not be located entirely or in part over any body of water
- Dwellings may not be located where prior sinkhole activity or mine subsidence has occurred
- Dwelling must not be isolated and must be visible by two other dwellings or a public road
- Properties must be 5 acres or less (More than 5 acres require prior underwriting approval)
- Dwellings may not be located in an area that has been condemned for any reason, or deemed unlivable by civil authority, including urban renewal or highway construction
- All risks are subject to an interior and/or exterior inspection
- Dwellings located in Special Flood Hazard Areas (SFHA) must have a flood policy with matching building and content limits (or the maximum limit available)
- Dwellings may not be located on a farm, ranch, orchard or grove; & may not have farming activities or ranching operations taking place
- HO-3/5 dwellings may not be located in, over, adjacent to, or within 100 feet of a commercial property. (Please contact underwriting for prior approval if the adjacent business does not present an increase in exposure)

Construction

- Properties purchased for re-sale are not permitted
- Dwelling may not be a mobile/manufactured home built to HUD standards, motor home, houseboat, house trailer or trailer home
- Dwellings may not contain Exterior Insulation and Finishing System (e.g., Dryvit) or asbestos. EIFS is acceptable if installed in 2002 or newer
- Dwellings may not be constructed of obsolete, unconventional, do-it-yourself or irreplaceable design or materials, including but not limited to log homes, dome homes or earth homes, etc.
- A finished dwelling undergoing additional construction or renovation must have the work completed within 180 days
- Construction or renovation of home completed by the insured or someone other than a licensed contractor is ineligible
- Dwelling must be protected by functioning smoke detectors in good working order located close to or near the kitchen and all sleeping areas

Loss History

- Claims are evaluated both in rating & as part of the underwriting process.
- 1 Windstorm or Hail claim during the past 3 years will not be used as the sole criteria to non-renew, cancel, or increase the premium on a policy
- 2 or fewer paid claims reported within the past 3 years, with no more

Liability

- A business may not operate in any way on the residence premises. Incidental business occupancy for a home office with no foot traffic must be referred to underwriting prior to binding
- Porches, decks, stoops, platforms, or landings that are 3 feet or more off the ground or with 3 or more steps leading to them must be protected with properly installed handrails
- Properties may not have a swimming pool or hot tub on the premises that is empty, unkempt, or not protected by a locking fence at least 4 ft. high, or by an alternately approved, secure enclosure or locking cover, or if an above ground pool, the outer step ladder must always be flipped up and locked into place after use
- Homes may not have a home day care exposure or assisted living facility
- Liability and Medical Payments to Others is excluded when injury or damage is caused by trampolines, skateboards, ramps (except those governed by the ADA), slides, bounce houses or similar apparatus, & zip lines
- Properties that contain a treehouse or similar structure are ineligible
- Liability for certain animals or categories of animals are excluded. Please refer to endorsement [UPC 615 NY](#) for details. (Exclusion does not apply to animals trained to assist people with disabilities)
- Pool diving boards are acceptable if they meet the [attached criteria](#)

Applicant

- Named Insureds must be the titled owners of the dwelling or the trustee/grantor of a trust that owns the dwelling
- Ownership by corporations, limited liability companies (LLC), limited liability partnerships (LLP), and estates are ineligible
- No applicant is eligible when their personal or business occupation, activities or reputation result in high public recognition, including entertainers, athletes, media personalities, public office holders, famous authors, etc.
- Applicant cannot have been convicted of arson or fraud
- Property may not have more than 2 mortgages
- Insured may not have more than 3 places of residency
- Applicant must have had prior coverage (unless a first time home buyer) without a lapse in coverage, and may not have had forced placed insurance, unless approved by an underwriter
- HO-6 Co-ops and Condo Associations may be added as additional interest

Coverage

- Dwellings must be insured to at least 100% of replacement cost value unless otherwise specified on an endorsement
- Prior approval is required if the purchase price is less than 70% of the replacement cost value
- Risks may not have been previously rejected, canceled or non-renewed by any company for an underwriting reason. (Such risks require underwriting approval prior to binding)
- Earthquake coverage is not available on concrete/masonry constructed homes

Roof

- HO-3/5: Dwellings must have a 5:12 roof pitch or greater, unless the roof is reinforced concrete. Low pitch or flat roofs are only acceptable over non-living space
- HO-3/5: Roof covering must: be in good condition, not be wood shingle, shake, corrugated metal, tar and gravel, built-up roof, rolled roofing, membrane or tin, have no overlay, and be:
 - 20 years or newer if 3-tab composition shingle;
 - 25 years or newer if architectural composition shingle;
 - 30 years or newer if aluminum, copper, steel or rubber tile shingle;
 - 40 years or newer if slate or tile
- HO-6: Low pitch or flat roofs are eligible and must be in good condition

Electrical

- Dwelling must have an electrical system that is 100-amp service or greater and Ground Fault Circuit Interrupters (GFCI) outlets where water might come in contact with the electrical wiring
- Knob and tube wiring, aluminum/multi-strand aluminum wiring (unless outside of the home going from the meter, through the service entrance, into the electrical service panel), Federal Pacific Electric (FPE)/Stab-Lok/Sylvania/Zinsco/Challenger electrical panels, or fuses are ineligible

Plumbing

- Dwelling must have plumbing made from copper, cast iron, or PVC with supply lines that are 50 years or newer
- Water heaters must be 15 years or newer (20 years if located in the garage)
- Galvanized plumbing is ineligible
- PEX (Polyethylene) is acceptable if installed in 2011 or newer

Central Heat

- Dwelling has a central HVAC system present that is twenty 20 years or newer or the HVAC system has been completely rebuilt within twenty 20 years
- Dwellings with wood stoves, pellet stoves, coalstoves, or fireplace inserts must have been inspected to verify proper installation & must meet current code; such mechanisms may not be the primary heat source
- Portable and/or kerosene heaters are ineligible

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877-369-0304 Fax 727-824-2822 UPCNYservice@upcinsurance.com	UPC Insurance P.O. Box 14507 St. Petersburg, FL 33733-4507	UPC Insurance P.O. Box 31588 Tampa, FL 33631-3588	UPC Insurance Lockbox #375 4700 140th Ave N, Suite 106 Clearwater, FL 33762	24 hr Reporting: 1-888-CLM-DEPT 1-888-256-3378 www.upcinsurance.com/claims/