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PERSONAL LINES  
UNDERWRITING GUIDE  
New York  
Effective January 1, 2020

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15 Joys Lane, Kingston, New York 12401

[www.kingstoneinsurance.com](http://www.kingstoneinsurance.com)

(800) 364-7045

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# Underwriting Staff

## Personal Lines Underwriting

|                     |                                |
|---------------------|--------------------------------|
| Jim White           | Underwriting Manager           |
| Diane Conklin       | Assistant Underwriting Manager |
| Kim Johnston        | Senior Underwriter             |
| Lois Winans         | Senior Underwriter             |
| Colleen Winters     | Senior Underwriter             |
| Susan Myers         | Underwriter III                |
| Donna Santiago      | Underwriter III                |
| Katrine Seibel      | Underwriter II                 |
| Heather DeBrosky    | Underwriter II                 |
| Jill Lindsay        | Underwriter II                 |
| Lori Graham         | Underwriter II                 |
| Christine Gagliardi | Underwriter I                  |

## Personal Lines Operations

|                  |                       |
|------------------|-----------------------|
| Lori Gregor      | Operations Supervisor |
| Amanda Kent      | Renewal Underwriter   |
| Rebecca Tighe    | Underwriter Assistant |
| Mary Forte       | Underwriter Assistant |
| Meredith Sweeney | Underwriter Assistant |
| Karen Izzo       | Underwriter Assistant |
| Joe Grinwis      | Underwriter Assistant |
| Laura Casazza    | Underwriter Assistant |
| Karen Prinz      | Underwriter Assistant |

# Kingstone Insurance Company Overview

Kingstone Insurance Company (KICO) was chartered in 1886 and has a long tradition of superior service as a personal lines insurance carrier.

KICO is a northeast regional carrier and is actively writing in New York, Pennsylvania, New Jersey, Rhode Island, Massachusetts, Connecticut, and Maine. This guide reflects underwriting rules for **New York personal lines business only**. Kingstone is **rated A- Excellent** by A.M. Best and has consistently received high marks from the Professional Insurance Agents (PIA) carrier survey which ranks companies based on overall service.

KICO is a member of the Underwriters Rating Board (URB) which provides personal lines advisory rates, rules and forms. For specific coverage, KICO files independent forms, rates, and rules.

Corporate headquarters is located at:

15 Joys Lane  
Kingston, New York, 12401

Daily business hours are: Monday-Friday 8:00 to 4:30

Corporate Direct Phone: (800) 364-7045  
Customer Service, press 1  
Personal lines, press 5  
Claims, press 2

Corporate Website Address: [www.kingstoneinsurance.com](http://www.kingstoneinsurance.com)

Our new consumer portal can be used to make and check status of payments, set up an account for recurring payments, submit a claim and review policy documents and coverages. In addition, endorsements and other requests can be made by emailing the following address: [pldocs@kingstoneic.com](mailto:pldocs@kingstoneic.com). Endorsement requests should contain subject lines in the format "Endorsement-Policy#" and cancellations requests should be in the format "Cancellation-Policy#". An example subject line for policy HO3000000 would be: "Cancellation-HO3000000".

# Homeowner Binding Authority

## Dwellings ML3 and ML5:

- Coverage A Minimum - \$200,000 Downstate\*  
\$125,000 Upstate\*
- Coverage A Maximum - **\$1,000,000**
- **Limits up to \$2,000,000 coverage A are available with underwriter approval**

**Note\*:** Downstate is defined as Rockland, Westchester, Nassau, Suffolk, and the five New York City Counties. Upstate includes the remainder of state.

## Tenants ML4:

- Coverage C Minimum - \$25,000
- Coverage C Minimum with Replacement Cost on Contents - \$35,000
- Coverage C Maximum - \$375,000

## Condominiums and Co-Ops ML3 and ML5:

- Coverage A Minimum - \$5,000
- Coverage A Maximum - \$1,500,000
- Coverage C Minimum - \$35,000
- Coverage C Maximum - \$1,000,000

## Comprehensive Personal Liability (CPL)

- Coverage L Minimum - \$100,000 (ML-4)
- Coverage L Minimum - \$300,000 (all other forms)
- Coverage L Maximum - \$1,000,000 (1-2 Family)
- Coverage L Maximum - \$500,000 (3-4 Family)

## Medical Payments

- Med Pay Minimum - \$1,000
- Med Pay Maximum - \$5,000

## Protection Class

- Protected or semi-protected as defined by URB

## Scheduled Personal Property

- Maximum Total Schedule - 30% of the Coverage C limit
- Maximum Single Item - \$50,000
- Higher limits are available with prior underwriter approval

**Note:** Binding authority is in conjunction with risks that meet or fall within the eligibility rules of this manual.

# Homeowner Policy Eligibility Rules

## Dwellings

- Owner-occupied 1-4 family dwellings
- Risks classified as protected or semi-protected
- Maintained in good physical condition
- No commercial exposure except for approved incidental occupancies
- **New purchases *must be occupied within 30 days of policy inception date or are subject to cancellation.***

**Note:** The Company reserves the right to inspect all new business and may require an interior inspection at the discretion of the underwriter.

## Policy Form Types

- ML-3 (Special)
- ML-4 (Tenants)
- ML-5 (Superior) 1 and 2 family only

## Mandatory Forms

- ML-243 (Inflation Guard) increase is 2% per year (0.5% each quarter of coverage) - with higher options available
- ML-373 (Canine Exclusion)
- CMIC-3404 (Fire Vacancy Exclusion)
- ML-52A (Trampoline Exclusion)
- ML-59 (Lead Exclusion when built prior to 1980)

## Minimum Deductibles

- The following are minimum AOP deductibles by coverage and higher deductibles are available up to \$10,000

| Coverage A      | Minimum Deductible |            |
|-----------------|--------------------|------------|
|                 | 1-2 Family         | 3-4 Family |
| Up to \$500K    | \$1,000            | \$1,000    |
| \$501K - \$999K | \$1,000            | \$2,500    |
| \$1M - \$2M     | \$2,500            | \$2,500    |



- Kingstone utilizes benchmarks as a means of determining Coverage A when Coverage A is unknown and applied to the total living area of the dwelling.
- Benchmarks:
  - Downstate New York (except Long Island) - \$225 per square foot
  - Long Island New York (Nassau and Suffolk counties) - \$200 per square foot
- The benchmark is a reference point for a risk where Coverage A is unknown. It should be used as a starting point and be increased when applicable based on individual risk characteristics.
- Inspections:
  - Are completed on all new business. Inspection type (interior/exterior) will be determined by Underwriting and notification of the inspection type will be sent via e-mail. Upon receipt of the final property inspection for new business policies, if it is determined the original submitted Coverage A amount is materially less than the inspected Coverage A value, the Coverage A will be adjusted to reflect the inspected value to ensure adequate insurance to value is maintained. Your office will be notified via email before the change.

### Trusts and LLCs as Additional Named Insured

- A **family trust or LLC** is permissible provided the dwelling is occupied by the grantor of the trust or principal of the LLC. No other type trusts or commercial LLCs are eligible. The trust or LLC will be added as an additional insured (ML-41), with the grantor or principal shown as the named insured.

### Estates as Named Insured

- **New business is not eligible with an estate as a named insured.** It is permissible to endorse the policy to an estate midterm, however, subsequent policy periods will have to be rewritten under KICO's dwelling fire program.

### Homeowner Associations

- Homeowner associations can be added as additional insured (ML-41). However, coverage for the association is limited to the residence premises.

### New Home Discount

- 20 years old or newer or with complete updates of **all systems in last 20 years, including roof replacement**
- Insured to at least **100%** of full replacement cost, as verified upon inspection
- All risks that receive the discount based on complete system renovations will receive an interior inspection. If the inspection reveals the system renovations for all 4 systems (wiring/electrical, plumbing, heating, and roofing) are not complete, the discount will be removed. Kingstone will review any documentation provided by the insured, demonstrating complete system updates and will add the discount accordingly. The discount is dependent upon the year of the oldest update, so documentation noting the exact year of update (permits) is required. For risks originally built within the last 20 years, system update details are not required unless

- the risk has been completely rebuilt. The inspection and any insured documentation should be completed and returned within 30 days.
- Form ML-3 or ML-5 must be used

### Tenant Policies

- Prior underwriting approval is required when a restaurant / tavern or other commercial lines exposure is located within the building
- Contents coverage is provided under the ML -4

### Condo / Co-Op

- Units must be owner-occupied. If deeded to an LLC or Trust, the respective principal or grantor must occupy the unit. Additional coverage must be approved by underwriting
- Contents coverage can be provided under the ML-3 or ML-5 forms.
- Condo and Co-op protection is extended from ML 20C 7/08 form.

### High Value Dwellings

- A high value dwelling is any property risk with a Coverage A limit between \$1M and \$2M
- All high value dwellings require underwriter approval
- A current central station alarm certificate or billing statement must be provided in order to receive the protective device credit
- Homes older than 50 years must show documentation that the dwelling has been completely renovated in the past 20 years
- Minimum CPL limit must be \$500,000.
- Dwelling must be classed as protected or semi-protected
- Allowable forms: ML 3 or 5
- Property may require an interior inspection to be completed. High value home or dwelling inspections will be ordered at the discretion of the underwriter.
- No more than one loss of any kind in the past 3 years
- Minimum insurance score of 700 required ("Good" or better)

### Incidental Office Occupancies

- Prior underwriter approval required
- No more than 1 employee
- Dental and medical offices are permitted provided no x-ray material or medication is maintained, stored or dispensed from the office

### Hurricane Deductibles

- 1-2 Family – 2% minimum deductible required in Downstate locations
- 3-4 Family – 5% mandatory in 119 zip codes and 2% minimum in all other Downstate locations

**Note:** The hurricane deductible trigger is a **Category 2** storm (winds of 96 MPH or higher). Optional higher deductibles of 3%, 4% and 5% are also available.

### Coastal Restrictions

- Risks in Suffolk County must qualify based on our scoring tool that measures catastrophe risk
- No Risks on Fishers Island or Fire Island. Risks can be written up to the coast in all other areas, including Shelter Island and the Rockaway peninsula
- On the South Shore of Nassau and Suffolk Counties a coastal surcharge applies. Hurricane resistant glass and approved storm shutter credits are available with proper proof of installation.

### Dwellings in the Course of Construction

- Dwellings in the course of construction are not eligible. **Dwellings undergoing renovations not otherwise considered minor in nature (e.g. painting, wallpapering, etc.) at the time they are written are not eligible and are subject to policy rescission.**

### Optional Coverages (most commonly requested)

- Home Systems Protection (Equipment Breakdown)
- Service Line
- Identity Fraud
- X Zone Flood – this endorsement **removes** the standard flood exclusion on HO policies. Coverage up to \$50K is offered for risks in the NFIP X Zones and is subject to basement flooding risk scoring and eligibility rules
- Added Water Damages (up to \$10K of coverage)
- Added Water Damages without Flood Exclusion (for risks that do not qualify for X Zone Flood).
- Scheduled Personal Property (jewelry, fine arts, etc.) see InlandMarine schedules
- Homeowner Plus
- Residential Special Loss Settlement (additional 25% Coverage A) – Premises must be insured to 100% of value
- Imperial Endorsement (KIC-IMP-500)

[Click here for the Imperial Endorsement Features](#)

- Eligibility:
  - 1-2 Family Homeowners both New and Renewal. Renewals will require a new inspection
  - Form ML-5/ML-5T
  - Minimum AOP Deductible \$2,500
  - Central Station Fire (or smart home monitoring) is recommended

- Coverage A
  - Between \$750,000 and \$2,000,000
  - Benchmarks are as follows:
    - Downstate New York (except Brooklyn) - \$300 per square foot
    - Brooklyn - \$500 per square foot

The benchmark is a reference point for risks where Coverage A is unknown. It should be used as a starting point and be increased when applicable based on the individual risk characteristics. Kingstone has found the High Value Homes written in the Brooklyn territory have a higher cost per square foot due to the building materials and home types within this territory. We have adjusted our benchmark accordingly.

- Inspections
  - Interior inspections will be ordered on all homes except as noted below
  - Homes with ITV less than 100% will be provided with the inspected value to discuss further with insured
  - For new business, interior Inspections will be waived when a prior carrier declaration page is provided from any of the following carriers:
    - ACE Private Risk Services
    - AIG Private Client Group
    - Chubb Masterpiece
    - Cincinnati Executive Capstone
    - National General **Premier**
    - PURE

All other underwriting guidelines pertain unless otherwise expressed differently above.

### Scheduled Personal Property

- Applicable to homeowner policy forms ML 3, 4 and 5
- An appraisal or sales receipt dated within the past 10 years is required for any item greater than \$5,000. A complete description must be included for all items scheduled. A jewelry appraisal must be completed by a certified gemologist
- Photo is necessary for any item greater than \$25,000
- No prior inland marine losses
- No loose stones or pearls
- Values exceeding binding authority require underwriter prior approval

## Unacceptable Risks

- Houses heated solely by woodstoves or space heaters
- Risks that are not accessible on a year-round basis
- Risks that are not maintained in good physical condition
- Risks that are not of standard construction and/or not on a fully enclosed masonry foundation, except those built on piers or pilings as required by local building ordinance or code requirements and are code/ordinance compliant. Risks built over water are not permitted. Homes raised following catastrophe events will be reviewed by an underwriter for acceptability
- Professional liability exposures from home/office practices including but not limited to Physicians, Surgeons, Dentists, Veterinarians and/or Farmers.
- Commercial exposure on premises such as child day care services and/or a professional office with employees
- Houses with flat roofs require at least a \$2500 all other perils deductible and will be subject to underwriter approval
- Vacant or unoccupied dwellings are ineligible. A new purchase is eligible provided *occupancy is within 30 days from the effective date of the policy*. Occupancy must be confirmed through inspection or by other appropriate underwriting information requests or coverage will be cancelled pro-rata
- Seasonal or secondary residences (supported or unsupported)
- Dwellings in an unprotected fire classification (more than five road miles from a responding fire station and more than 1000 feet from a fire hydrant)
- Frame row house built before 1980 without an approved fire wall compliant with local and national building codes between units
- Risks with unfenced in-ground or above ground pools without a locked gate. The gate must also be a minimum height of 4 feet.
- Risks with a lapse in coverage or no prior insurance
- Policies previously declined or non-renewed by Kingstone because of loss experience
- Risks with more than two non-catastrophe losses in past three years
- Risks with open claims or unrepaired damages
- Risks used in whole or in part as rooming or boarding houses or for student housing or have illegal occupancy.
- Risks used for any type of home-sharing program such as Airbnb
- Risks with illegal apartments and/or rented units. **Note:** Dwellings determined to have illegal units or more units than indicated on the signed application, fall under the fraud statute and will be forwarded to the Special Investigation Unit of the New York State Department of Financial Services. Fraud is typically determined when the dwelling is inspected as new business, renewal or as part of a claim investigation
- Risks with fuses and no compliant electrical service
- Risks with Federal Pacific panels and/or circuit breakers
- Risks with full or partial knob and tube wiring in any portion of the building
- Risks listed on the National Register of Historic Places
- Treehouses are not permitted
- Zip lines are not permitted

- Skate ramps are not permitted
- Risks that have dogs with vicious propensity, prior bite history and/or prior aggression issues.
- The following list of dogs are ineligible:
  - Akita
  - Pit Bull Breeds (including mixed breeds)
  - German Shepherd
  - Rottweiler
  - Doberman
  - Mastiff
  - Chows
  - Presa Canarios
  - Purebred or hybrid canines with 25% or more of their ancestry traceable to coyotes (*Canis latrans*) or wolves (*Canis lupus*)

**Note:** A risk that includes one of the dog breeds listed above can be insured with KICO if a separate Canine Legal Liability policy is purchased.

# Dwelling Fire Binding Authority

## Dwellings

- Coverage A Minimum - \$200,000 Downstate\*  
\$125,000 Upstate\*
- Coverage A Maximum - **\$1,000,000**
- **Limits up to \$2,000,000 are available with underwriter approval**

**Note:** Downstate is defined as Rockland, Westchester, Nassau, Suffolk, and the five New York City Counties. Upstate includes all other counties.

- Coverage C Minimum 0 tenant or owner occupied
- Coverage C Maximum 50% of Coverage A when owner occupied

## Comprehensive Personal Liability (CPL) Owner Occupied Owners, Landlords & Tenants Liability (OL&T) Tenant Occupied

- Coverage L Maximum \$1M 1 or 2 family dwellings
- Coverage L Maximum \$500,000 3 or 4 family dwellings

## Medical Payments

- Med Pay minimum \$1,000 owner or tenant occupied
- Med Pay maximum \$50,000 owner or tenant occupied

## Protection Class

- Protected or semi-protected as defined by URB

**Note:** Binding authority is in conjunction with risks that meet or exceed the eligibility rules in this manual.

# Dwelling Fire Policy Eligibility Rules

## Dwellings

- Owner or tenant occupied 1-4 family dwellings
- 1-4 family dwellings must be newer than 65 years or completely updated in the past 20 years
- Subject to underwriter approval, new purchases *must be occupied within 30 days of policy inception date*. Dwellings that are not new purchases must have at least 50% occupancy at the time of the new business request
- As determined by inspection, vacant or unoccupied risks are not eligible, unless a copy of a current lease or statement of occupancy is provided within 30 days of the policy inception date
- CMIC – 3404 Fire Vacancy Exclusion is required
- Risks in unprotected fire protection classes are ineligible

Note: The Company reserves the right to inspect all new business risks and may require an interior inspection for certain types of risks. Dwelling risks will be re-inspected every three years.

## Policy Form Types

- FL 2 Broad
- FL 3 Special

## Mandatory Forms

- FLT 10 Automatic Increase
- FLT 373H Hurricane Deductible (Downstate)
- CMIC 3404 Fire Vacancy Exclusion
- FL 59 Lead Exclusion when built prior to 1980
- FL 373 Canine Exclusion
- FL-52A Trampoline Exclusion

## Anti-Arson Application

- All tenant occupied, 1-4 family dwellings located in the 5 NYC boroughs are required to have the anti-arson application completed and signed by the named insured every three years
- New business will not be accepted without the required form
- Renewals will have the form mailed directly to the insured 45 days prior to expiration date. If not completed, signed and returned 15 days prior to the expiration date, coverage will be non-renewed
- Anti-arson applications are available on KICO's website and are interactive. They can be completed on line, then printed, scanned and emailed directly to [kicantiarsonapp@kingstoneic.com](mailto:kicantiarsonapp@kingstoneic.com) for handling.



## Minimum Deductibles

- \$1,000 minimum deductible

## Replacement Cost Coverage A

- Kingstone utilizes benchmarks as a means of determining Coverage A when Coverage A is unknown and applied to the total living area of the dwelling.
- Benchmarks:
  - Downstate New York (except Long Island) - \$225 per square foot
  - Long Island New York (Nassau and Suffolk counties) - \$200 per square foot
- The benchmark is a reference point for a risk where Coverage A is unknown. It should be used as a starting point and be increased when applicable based on individual risk characteristics.
- Inspections:
  - Are completed on all new business. Inspection type (interior/exterior) will be determined by Underwriting and notification of the inspection type will be sent via e-mail. Upon receipt of the final property inspection for new business policies, if it is determined the original submitted Coverage A amount is materially less than the inspected Coverage A value, the Coverage A will be adjusted to reflect the inspected value to ensure adequate insurance to value is maintained. Your office will be notified via email before the change.

## High Value Dwellings

- A high value dwelling is any property risk with a Coverage A limit between \$1M and \$2M
- All high value dwellings require underwriter approval
- Central station burglary and fire alarm system is required when the dwelling is a one family. A current alarm certificate or current billing statement **must accompany** the application in order to have the credit applied at the time of binding. The alarm requirement is not applicable to 3-4 family dwellings over \$1M
- Dwelling must be less than 50 years old or completely renovated in the past 20 years
- Minimum liability limit must be \$500,000
- Minimum \$2,500 AOP deductible
- Dwelling must be classed as protected or semi-protected
- Allowable forms: FL 2 or 3
- Property must have an interior inspection completed. High value inspections will be ordered at the discretion of the underwriter.
- No more than one loss of any kind in the past 3 years

## Trusts, LLCs or Corporations

- Dwelling Fire coverage may be written in the name of a Trust, LLC or Corporation. One to four family dwellings are eligible. Liability coverage is restricted to OL&T regardless of the occupancy being a tenant, the grantor of the trust or principal of the LLC. CPL coverage can be provided to the trust's grantor or LLC's principal through an ML-4.

## Estates as Named Insured

- It is permissible to write coverage with an estate as the named insured only when KICO wrote the previous homeowner coverage and occupancy can be confirmed.
- The premises must be at least 50% occupied.

## Hurricane Deductibles

- 5% mandatory in 119 ZIP codes and 2% minimum in all other Downstate locations

**Note:** The hurricane deductible trigger is a Category 2 storm (winds of 96 MPH or higher). Optional deductibles of 3%, 4% and 5% are also available

## Coastal Restrictions:

- Risks in Suffolk County must qualify based on our scoring tool that measures catastrophe risk
- No risks on Fishers Island or Fire Island. Risks can be written up to the coast in all other areas, including Shelter Island and the Rockaways peninsula
- In some areas on the South Shore of Nassau and Suffolk Counties, coastal surcharges are applied.

## Builders Risk Policies

- Builders risk policies are not eligible

## Optional Coverage (most commonly requested)

- Home Systems Protection (Equipment Breakdown)
- Service Line
- Added Water Damages
- Added Water Damages without Flood Exclusion
- Extended Coverage and V&MM (Form FL 1 or FL 1R)

## Unacceptable Risks

- Existing risks which are undergoing renovation or reconstruction.
- Vacant dwellings
- Units that are sub leased
- Dwellings with unacceptable adjoining exposures
- Risks with less than 50% occupancy
- Houses heated solely by woodstoves or space heaters (without central heating).
- Risks that are not accessible on a year-round basis.
- Risks that are not maintained in good physical condition.
- Risks that are not of standard construction or not on a fully enclosed masonry foundation except those built on piers or pilings as mandated by local building code regulations
- Risks not located in New York

- Professional liability exposure from home/office practices including but not limited to Physicians, Surgeons, Dentists, Veterinarians, and Farmers.
- Commercial exposure on premises such as child day care services or professional office with employees.
- Houses with flat roofs require at least a \$2500 all other perils deductible and will be subject to underwriter approval.
- Vacant or unoccupied dwellings are ineligible. **A new purchase is eligible provided risk is occupied within 30 days of the effective date of the policy.** Occupancy must be confirmed through inspection or by other appropriate underwriting information requests; otherwise coverage will be cancelled pro-rata.
- Seasonal or secondary residences (supported or unsupported)
- Dwellings in an unprotected fire classification (more than five road miles from a responding fire station and more than 1000 feet from a fire hydrant).
- Frame row houses built prior to 1980 without an approved fire wall between units.
- Risks with unfenced in-ground or above ground pools without a locked gate. The gate must also be a minimum height of 4 feet.
- Risks with a lapse in coverage or no prior insurance.
- Risks with two or more non-catastrophe losses in past three years.
- Risks with open claims or unrepaired damages.
- Risks used as rooming / boarding houses, or for student housing.
- Risks used for any type of home-sharing program such as Airbnb.
- Risks with illegal apartments or rented units. Note: Dwellings determined to have illegal units or more units than indicated on the signed application, fall under the fraud statute and will be forwarded to the SIU Unit of the DFS. Fraud is typically determined when the dwelling is inspected as new business or part of a claim investigation.
- Risks with fuses
- Risks Federal Pacific panels or circuit breakers
- Risks with full or partial knob and tube wiring
- Risks listed on the National Register of Historic Places
- Treehouses on premises
- Zip lines or skate ramps
- Risks that have dogs of vicious propensity and/or prior bite history
- The following is a list of dogs that are ineligible:
  - Akita
  - Pit Bull Breeds (including mixed breeds)
  - German Shepherd
  - Rottweiler
  - Doberman
  - Mastiff
  - Chows
  - Presa Canarios
  - Purebred or hybrid canines with 25% of more of their ancestry traceable to coyotes (Canis latrans) or wolves (Canis lupus)

**Note:** Risks where the owner or a tenant owns a dog breed listed above can be insured with KICO if a separate Canine Legal Liability policy is purchased.

# Personal Umbrella Binding Authority

**There is no binding for personal umbrella coverage. Refer to underwriter.**

## Personal Umbrella Eligibility Rules

### Minimum Underlying Limits:

- Homeowner – CPL with KICO, minimum liability \$500,000
- Private Passenger Auto, Watercraft, Motorcycle-
  - Without youthful < 25 split limits of \$250/\$500/\$100 or \$300,000 CSL
  - With youthful < 25 split limits of \$500/\$500/\$100 or \$500,000 CSL
  - Written by a carrier with an A.M. Best rating of B+ or better
- Rentals – premises liability with KIC \$500,000

### Secondary and Seasonal Properties:

- Rental exposure cannot exceed 12 weeks. Daily and weekly rentals are not eligible.
- Limits follow the Primary homeowner requirement

### Policy Limits:

- Limits of \$1,000,000 to \$5,000,000 are available, with prior underwriter approval.
- Maximum \$2M limit available for youthful operators with Home Office approval

### Household Driving Record (operators 25 years of age and older):

- No more than one minor moving violation per operator in the past 3 years.
- Major moving violations are not permitted, which includes:
  - Careless or reckless driving
  - Driving to endanger
  - Driving while intoxicated or under the influence
  - Driving while license is suspended or revoked
  - Fleeing or eluding a police officer
  - Giving a false statement to a police officer
  - Passing a stopped school bus
  - Racing
  - Transportation of illegal goods or contraband
  - Vehicular homicide, assault or murder
  - Speeding 25 or more MPH over the speed limit

- No more than 2 not at-fault losses in the past 3 years (entire household). A not at-fault loss can be a comprehensive claim and or a non-chargeable accident with corresponding police report
- No more than 1 at-fault accident in the household. Cannot be in combination with any minor violation (except on attributable to the at-fault) or not at-fault loss.
- No more than 1 minor moving violation and 1 not at-fault loss in the past 3 years (entire household).

#### Youthful Operators (24 years of age and younger):

- Major moving violations are not permitted. Refer to the above list
- No minor violations are permitted in the past 3 years
- No chargeable or non-chargeable accidents in the past 3 years

#### Watercraft:

- No underlying watercraft in excess of 40' in length
- No boat exceeding 250 total horsepower
- No more than 2 watercraft permitted
- No inboard or speed boats
- No watercraft exceeding 30 mph
- No watercraft capable of waterskiing
- No jet skis
- No pontoon boats

#### Rental Properties:

- 1-4 family are eligible when KICO provides the underlying limit of premises liability
- No more than 2 separate address locations permitted

#### Mandatory Forms

- UMB -21 Agreement
- UMB 52 Additional Provisions
- UMB 84 Amendatory Endorsement
- UMB 55 Recreational Motor Vehicle Exclusion
- UMB 60 Lead Exclusion when built prior to 1980
- ML 373 Canine Exclusion
- CMIC UMB 61 Fuel System Exclusion
- UMB 62 Additional Umbrella Exclusion
- UMB 56 Liquor Legal Liability Exclusion
- CMIC UMB 58 Self Insured Retention
- ML-52A Trampoline Exclusion

## Ineligible

- Commercial underlying policies
- Homeowner or dwelling fire with LLC listed as named or additional insured

## Ineligible Classes

- Politicians or Public officials
- Public Lecturers
- Radio broadcasters
- TV telecasters or personalities
- Newspaper editors or reporters
- Prominent figures and celebrities
- Professional sports athletes

## Ineligible Vehicles:

- Ascari - all models
- Audi R27
- Bristol - all models
- Caparo - all models
- Corvette Z06, C6ZR1
- Dodge Vipers, Challengers
- Ferrari - LaFerrari, 458 Italia, Enzo, 599's, 430's,
- Ford Shelby
- Gumpert Apollo Sport
- Jaguar XJ220
- Lamborghini - all models
- Lykan - all models
- McLaren- all models
- Mercedes Benz E63 AMG S models, SLR McLaren, CLK GTR, SLS AMG
- Mitsubishi Lancers
- Nissan GT R Spec V
- Noble - all models
- Pagani - all models
- Porsche 918 Spider, 911 all models, Panamera
- Rimac Concept One
- Saleen S7 Twin Turbo

# Canine Legal Liability Binding Authority

**There is no binding for Canine Legal Liability. Refer to underwriter.**

## Canine Legal Liability Eligibility Guidelines

### Requirements:

- A completed Canine Legal Liability application is required
- Property where dog is housed must be a private residence
- No coverage for kennel and / or any business operations
- Maximum number of dogs covered is 2
- Veterinarian exam for each dog within the past 18 months
- No prior bite history
- No known aggressive behavior
- Dog(s) must be properly leashed when walked and properly fenced when unattended at the insured's premises
- No coverage for guard or attack trained dogs
- Dogs not shown on application are not covered. Tenant's dogs can be covered by separate CLL policy in the name of the tenant
- Newly acquired dogs must be disclosed and added to the policy (up to 2 dogs per residence)
- More than one incident will be non-renewed
- Insured-requested cancellations will be processed pro-rata and minimum premium is \$100.
- All dogs are required to be licensed.

### Deductible

- Mandatory \$500 deductible per occurrence

### Limits of Liability

- CSL \$250,000 or CSL \$100,000
  - Inclusive of Bodily Injury, Property Damage and Medical Payments

### Term

- Annual (12 month) policies

### Canine Payment Plan Only

- 50% down
- First installment 25% (due 3 months after inception)
- Second installment 25% (due 3 months after first installment)

# Payment Plans

Direct Bill: Homeowner, Dwelling Policies, and Personal Umbrella

Two Payment Options:

- 1) Annual (single pay)
  - a. All mortgagee billed policies are annual pay
  
- 2) Nine Pay
  - a. Installments of 20%, 10%, 10%, 10%, 10%, 10%, 10%, 10%, 10%
  - b. Down payment of 20% required with new business applications. Eight subsequent installments of 10% will be billed at 30 day intervals. Renewals will follow the same sequence
  - c. A service fee is charged with each installment bill

**Note:** The Six Pay plan option has been discontinued for new business. In force policies written with this payment plan can retain it upon renewal.

**Advisory:** If the appropriate down payment is not received with a new application, and the policy cancels with earned premium owed, and the company cannot collect the earned premium, any outstanding earned premium will be deducted from the agency's commissions.

Premium Finance:

- We do not accept new business or renewal policies with premium finance agreements.



# Company Procedures

## Cancellations

- All cancellations, additions or reductions in coverage will be processed on a pro-rata basis. Any request for a flat cancellation after the effective date requires proof of other insurance and must be made within 60 days of the effective date.

## Non-Payment

- Each cancellation notice generated for nonpayment will be assessed a \$10 fee.

## Endorsements

- Endorsements that change the premium will be applied evenly over the remaining installments.
- If the endorsement is issued after the total premium is paid, the full endorsement premium will be billed or a check for the return premium will be issued.

## Commission

- Commissions will be paid on the full annual premium, even if the insured elects installments. In the event the policy cancels, the return commission will be reimbursed and charged against your commission account.

## Renewals

- Direct notice of non-renewal due to adverse underwriting conditions, ~~or~~ previous nonpayment history, or loss experience are issued at least 45 days and not more than 60 days prior to the renewal date.
- Policies being renewed will be processed at least 45 days in advance of the renewal effective date.

## Change of Broker

- KICO will accept a properly executed Broker of Record (“BOR”) letter. Properly executed specifies the insured’s signature and the name of the change in producer.
- KICO must receive the executed BOR before the renewal date of the policy. For executed BOR’s received within 60 days of the next renewal term, a cancel/rewrite will be permitted.
- Mid-Term Requests – we will accept a BOR letter mid-term. However, the new agent can only act as the servicing agent on the policy until the next renewal term. Policies will not be transferred to the new broker until the next renewal term. Cancel/Rewrites are not permitted.
- It is the policy of KICO upon receipt of a properly executed Broker of Record Letter, to attempt to notify the current producer of their impending loss of business. The BOR will be honored unless we receive subsequent written and signed instructions to the contrary from the policyholder.

## Reinstatements

- Notice of cancellation for nonpayment of premium can be reinstated only after the insured pays the billed premium prior to the effective date of cancellation.
- Notice of cancellation for underwriting reasons can be reinstated if the underwriting deficiencies are corrected prior to the effective date of cancellation. Determination is based on the discretion of the company underwriter.

## Rewrites

- A rewrite is at the sole discretion of the company. KICO will consider rewriting coverage on the date we authorize or respond to your communication.
- If a policy is to be rewritten, we must have payment for the prior policy's earned premium and the full annual premium for the rewrite.
- **Only this Insurance Company may reinstate or rewrite a policy. The producer has no authority to do either without prior Company approval.**

## Reporting of Losses

- First Reports of KICO claims can be made online at our website [www.kingstoneinsurance.com](http://www.kingstoneinsurance.com)
- First Reports may also be made by phone at the numbers listed below:  
24/7: (800) 364-7045  
Press 2 for first reports  
Press 3 for existing claims  
Fax Number: (845) 340-8351

## Important Information

This underwriting guide will help you to determine risk eligibility for submission of new business to KICO. Please review it carefully and refer to it when placing business with Kingstone.

The Underwriting Guide is part of your Producer Agreement. Violations of the provisions are considered to be violations of that agreement and may include, but not be limited to:

- failure to submit new business and endorsements to the Company within 5 business days of the proposed effective date
- binding risks that do not meet the Company's underwriting eligibility guidelines as contained in this guide
- all other functions relevant to business conduct as stated in the Producer Agreement

Personal Lines applications should be submitted through our online portal. **The original application with the insured's signature must be retained in the Producer's office.** A copy must be available upon request by the company. This satisfies corporate compliance and audit requirements.

KICO does not recognize a binder or quote as an acceptable application for insurance.

## Special Conditions for the Automatic Suspension of Binding Authority

The purpose of this section is to provide standing notification to all producers, of the company's binding procedure, whenever hurricane or tropical storms are forecast in an area where KIC writes coverage. This condition eliminates the need for individual notices to producers in affected areas.

Once the National Oceanic and Atmospheric Administration (NOAA) or National Weather Service (NWS) announces a "hurricane or tropical storm watch or warning", and notifies the general public via radio, television, internet, or the emergency broadcast system, the following conditions will immediately apply in the affected areas:

- 1. NO binding of coverage is permitted for the period of time beginning with the forecast notification and continuing until the threat of the incident has passed. Binding of coverage will resume only after the NOAA/NWS has their respective watches and warnings taken down. This time period may extend over several days and may be activated and deactivated more than once, based upon NOAA/NWS declarations.**
- 2. In force policies will NOT be endorsed in any way that broaden coverage or decrease deductibles during the forecast period.**
- 3. Renewals will continue to be issued in accordance with the provisions and regulations of the DEPARTMENT OF FINANCIAL SERVICES during the forecasted period, but only for coverage and perils already declared. Only the effects of inflation guard provisions will be allowed to increase coverage.**

To assist you in understanding the terminology utilized by NOAA and the NWS, KICO has furnished a definition of weather terms related to catastrophic storms noted in this condition for suspension of binding authority. We advise all producers to make every effort to monitor publicly broadcasted information sources whenever such events occur.

**Tropical Storm Watch** - Tropical storm conditions are possible in the affected area within 36 hours.

**Tropical Storm Warning** - Tropical storm conditions are expected in the affected area within 24 hours.

**Hurricane** - An intense tropical weather system with a well-defined circulation and a sustained wind speed of 74 mph or higher.

**Hurricane Watch** - Hurricane conditions are possible within the specified area within 36 hours. At this point, take immediate action to protect your family and property.

**Hurricane Warning** - Hurricane conditions are expected in the specified area within 24 hours.

**Storm Surge** - A rapidly rising dome of sea water up to 20-feet high that arrives with a hurricane. Evacuation zones are identified according to their susceptibility to this occurrence.