



## MICHIGAN MANUFACTURED HOME UNDERWRITING GUIDELINES

### GENERAL UNDERWRITING GUIDELINES FOR ALL RISKS SUBMITTED

1. **APPLICATION**—The application must be completed and signed by the applicant and sub producer—all questions must be answered. The completed and signed application must be mailed within three (3) days of the requested effective date.
2. **C.L.U.E**—The General Agent will obtain a CLUE report and if undisclosed or false information is discovered and the information was material to the Company accepting the risk, coverage will be null and void.
3. **TOTAL INSURED VALUE**—The maximum total exposure for the manufactured home, personal property and unattached structures per risk—\$125,000.
4. **TRANSFER**—A policy may not be transferred to a new owner. A new application for the new owner must be submitted for approval.
5. **VALUATION**—Manufactured homes must be insured to 100% of the actual cash value which can be found in the NADA Manufactured Home Appraisal Guide. If replacement cost is requested the manufactured home must be insured for 100% of the *current year* replacement value. The limit requested should not include the value of the land. If the manufactured home is a new purchase and is insured for ACV, it should not be insured for more than the purchase price—excluding land.
6. **OWNERSHIP**—The applicant must be the titled owner of the manufactured home. If the risk is occupied by the named insured full-time or as a seasonal risk, the applicant must be an individual and the home may not be titled in a business name. If the named insured rents the manufactured home to another, it may be in a business name but without liability coverage.
7. **REPLACEMENT COST**—To qualify for replacement cost on the manufactured home, the home must be fifteen (15) years or newer and owner occupied.
8. **FULL REPAIR COST**—To qualify for full repair cost on the manufactured home, the home must be fifteen (15) years or newer and owner occupied.
9. **AGE REQUIREMENT**—There is no age requirement unless the risk is written under the Aegis Blue program. See the criteria for the Aegis Blue Program on Page 2.
10. **PHOTO REQUIREMENT**—Two (2) photos, one of the front and one of the back of the manufactured home, are required: (1) for any risk with \$300,000 liability, (2) any rental risk or (3) any manufactured home that is substantially modified.

### SUBMIT - DO NOT BIND

1. **TEMPORARY SUSPENSION**—If there is a watch / warning for a tornado, hurricane, tropical storm, flood, earthquake, wildfire or any other natural disaster, do not bind new business, increase coverage on existing business, accept payment for lapsed policies or lower the deductible.
2. **SUPPLEMENTAL HEAT SOURCE**—If the manufactured home is equipped with a supplemental heat source not installed by the original manufacturer, provide details. If a woodstove, a completed Aegis woodstove report must be submitted with details.
3. **UNINSURED RISK**—If the applicant has been uninsured for more than thirty (30) days, submit unbound with an explanation.
4. **SWIMMING POOL**—If a swimming pool is on premises, the pool must be surrounded with a stockade type fence at least 4 feet high with a locked gate. Maximum liability limit available—\$100,000. There is no coverage for physical damage to the pool or related items. An unfenced pool or a pool with a diving board or slide must be written with the swimming pool exclusion (AS-169) and must be signed by the applicant before coverage is bound.
5. **SUBSTANTIALLY MODIFIED**—Manufactured home that has been substantially modified or two (2) manufactured homes attached. Two (2) manufactured homes attached must have a properly supported roof over both manufactured homes.
6. **CANCELLED OR NONRENEWED**—If the applicant was cancelled or non renewed, provide the reason for and the date of the cancellation or non renewal.
7. **LOSSES / CLAIMS**—If the applicant has had one (1) fire, theft or liability loss, submit unbound with the details including type of loss, date of loss, cause of loss if fire or liability and amount paid. See "Do Not Submit " on Page 2 for additional information regarding losses.
8. **PERSONAL PROPERTY**—Submit unbound if the personal property limit exceeds 100% of the manufactured home limit or \$25,000, whichever is greater.

## DO NOT SUBMIT UNDER ANY PROGRAM - UNACCEPTABLE RISK

1. If the manufactured home is vacant or unoccupied.
2. If the manufactured home is under construction or renovation.
3. If the manufactured home is condemned.
4. If the manufactured home is without utilities.
5. If there is a kerosene heater in the manufactured home or on the premises.
6. If there is any hazardous liability exposure on the premises. *NOTE:* The risk may be written without liability coverage.
7. If a woodstove or other supplemental heat source is the only means of heating the manufactured home.
8. If the manufactured home is not well maintained and shows evidence of poor upkeep.
9. If the manufactured home has damage that has not been repaired.
10. Manufactured homes used for student housing.
11. If there is a business conducted on the premises or in the manufactured home.
12. LOSSES—If the insured had more than one (1) fire, theft or liability loss or more than two (2) losses.

## AEGIS BLUE PROGRAM ELIGIBILITY CRITERIA

1. The manufactured home must be at least 16' wide or a multi-sectional
2. The manufactured home must have a minimum value of \$25,000 for a single wide and \$30,000 for multi-sectional
3. The manufactured home must be ten (10) years or newer
4. The manufactured home must be fully skirted or have an enclosed foundation
5. The manufactured home must be tied down or on a permanent foundation
6. Woodstoves and other supplemental heat sources are unacceptable unless factory installed or installed by a professional contractor
7. The manufactured home must be owner occupied on a full-time, permanent basis by the named insured
8. The manufactured home must have a composition roof
9. The manufactured home must have vinyl or hardboard siding
10. The manufactured home must be located within 1,000 feet of fire hydrant and within 5 miles of a fire department
11. The risk must meet all of the other underwriting guidelines

## VINTAGE PROGRAM

If the manufactured home and personal property limit equals \$30,000 or less and the liability limit is \$25,000, the underwriting guidelines do not apply. The only optional coverage available is replacement cost for personal property. If the unattached structure limit exceeds 10% of the Coverage A limit or if the liability limit exceeds \$25,000, the risk must be underwritten.

## SEASONAL PROGRAM

1. \$300,000 Liability, Replacement Cost, Full Repair, Scheduled Personal Property, and Comprehensive Personal Liability coverages are not available.
2. If there are multiple owners, only one owner may be listed as the named insured and all other owners must be listed as additional insured(s).
3. All other underwriting guidelines apply.

## TENANT PROGRAM

1. \$300,000 Liability, Replacement Cost, Open Peril, and Scheduled Personal Property coverages are not available.
2. The named insured must be an individual.
3. Woodstove or any other supplemental heating source is not acceptable.
4. Maximum limit without a personal property inventory is \$25,000.
5. All other underwriting guidelines apply.

## RENTAL PROGRAM

1. The name of the tenant must be shown on the application.
2. Woodstove or other supplemental heat source is unacceptable.
3. If the total exposure exceeds \$125,000, submit unbound with details (including name of tenants, total exposure to be insured, number of homes to be insured, limit for each home, number of homes in the park, how far apart, and photos of each home).
4. \$300,000 Liability, Replacement Cost, Full Repair and Comprehensive Personal Liability coverages are not available.
5. Maximum personal property limit—\$5,000.
6. If the manufactured home is in a business name, premises liability coverage is not available.
7. If the landlord does not live in the state where the risk is located, do not submit. Call the General Agent for an exception.
8. All other underwriting guidelines apply.

## SCHEDULED PERSONAL PROPERTY

1. A current appraisal or receipt is required.
2. The maximum limit per category—\$2,500 and \$5,000 aggregate for all categories.
3. The risk must be owner occupied on a full-time, permanent basis.
4. Call the General Agent for an exception.

## MINIMUM EARNED PREMIUM

If the risk is acceptable and a policy is issued, the policy is subject to the minimum earned premium shown on the declarations page if the insured requests mid-term cancellation. If the policy is cancelled on a pro rata basis, the minimum earned premium will not apply.

## LATE PAYMENT

If a policy cancels for non payment of premium or if the renewal payment is not received before the expiration date, upon Company approval, the policy will be rewritten the day after postmark. A new application is not necessary on a lapsed policy unless the Company requests one; however, if a new application is submitted on a lapsed policy the effective date will be the day after postmark. There is no grace period.