

Topa Insurance Company
Nevada Unit Owners Program Underwriting Guide

This program is designed for Condominiums and Townhouses that are either owner occupied, seasonal or rentals. The policy must be written in the name of the actual owner who is person.

Condominium: A structure of two or more units, the interior space of which are individually owned; the balance of the property is owned in common by the owners of the individual units.

Town House: One of a row of identical houses situated side by side and sharing common walls.

A. ELIGIBILITY:

Condominiums or Townhouses used as a primary residence, seasonal/secondary residence or rental property.

B. UNACCEPTABLE RISK:

- 1 Units rented for less than 6 months at a time.
- 2 Units owned/titled by other than individuals – no corporations or business
- 3 Apartment Cooperatives.
- 4 Units that do not meet the definition of Condominium or Town House.
- 5 Units that are vacant.
- 6 Units under construction.
- 7 Units in foreclosure, properties where tenants are behind in rent or where space is rented to others for commercial used or property with any type of business on the premises.
- 8 Risk with other insurance in force, except insurance which covers perils not insured by the units owners policy.
- 9 Units on piers or pilings.
- 10 Units located in or near (with in ¼ mile) brush or landside areas .
- 11 Units without utility service.
- 12 Units located in a forested area or in a remote or inaccessible area and/or not visible by neighbors
- 13 Units that have more than two mortgagees or any mortgagee is an individual
- 14 Units not maintained in an insurable condition; must show pride of ownership.
- 15 Units with un-repaired damage and/or open claims, including earthquake damage.
- 16 Units that are occupied by more than one family.
- 17 Risk with ferocious or dangerous animals of any kind or there is a history of dog bites regardless of breed. Risk will be considered if Section II - Liability coverage is not provided.
 - a. Ferocious dog breed include but not limited to Rottweilers, German Shepherds, Pitbulls, Doberman Pincers, Chows, Akitas, Wolf Hybrid, Staffordshire Terrier, Bull Mastif
- 18 Risk with loss history:
 - a. Losses paid in excess of 2,500 within the last 12 months
 - b. Losses paid in excess of 5,000 within the last 24 months

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- c. There are multiple(3+) small claims within the last 12 months
 - d. Risk with repetitive similar cause of loss.
- 19 Risk where Additional Insureds are required.

D. DEDUCTIBLES:

Primary Residence:	\$250	(base)
	\$500	Credit Coverage C premium by 10%
	\$1000	Credit Coverage C premium by 15%
Rental Units:	\$500	(base)
	\$1,000	Credit Coverage C premium by 5%

E. COVERAGE A – Dwelling: *\$2,500.00 of Basic coverage is automatically included at no charge with the purchase of Coverage C – Personal Property. Additional limits may be purchased as follows:*

Primary Residence, per \$1,000 of coverage	\$3.35
Seasonal/Secondary, per \$1,000 of coverage	\$4.00
Rentals, per \$1,000 of coverage	\$4.50
Units in Protection Class 9 & 10 : Surcharge	20%
Available Limits : \$1,000 to \$100,000 (maximum)	

F. COVERAGE C – PERSONAL PROPERTY: (Also includes Coverage D – Loss of Use [Additional Living Expense or Full Rental Value] with limit of 10% of Coverage C.)

Primary Residence, per \$1,000 of coverage	\$2.20
Seasonal/Secondary, per \$1,000 of coverage	\$3.00
Rentals, per \$1,000 of coverage	\$4.50
Units in Protection Class 9 & 10: Surcharge	20%
Available Limits: \$10,000 to \$250,000. (maximum)	

G. OPTIONAL COVERAGES:

- 1 PERSONAL LIABILITY: (including Medical Payments to others with limits of \$500 per person/\$5,000 per occurrence.)
 - a. \$25,000 30.00
 - b. \$50,000 45.00
 - c. \$100,000 75.00
 - d. \$300,000 105.00

Note: If the unit is a seasonal or rental then PREMISES ONLY liability will be offered with a 20% credit.

- 2 LOSS ASSESSMENT: (\$1,000 included)
Optional up to \$25,000 @ \$8.31 for each additional \$1,000.
- 3 Replacement Cost (Personal Property)
\$1.00 per \$1,000 (must equal Personal Property Limit)

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H. TOPA LOSS SURCHARGE: (Only applies to losses that are incurred by Topa during the past 36 months.)

1 st Loss	+10%	(1.10%)
2 nd loss	+34%	(1.34%)
3 rd Loss	+60%	(1.60%)

If the risk exceeds the eligibility requirement of B,18 the risk will be non-renewed.

I. CENTRAL ALARM SERVICE CREDITS: _(Coverage C premium)

Fire Only	-5%	(.95%)
Burglary Only	-5%	(.95%)
Fire & Burglary	-10%	(.90%)

J. Water Damage Coverage

\$5,000.00 Limit	\$25.00
\$10,000.00 Limit	\$50.00

K. FEES: (All fees are fully earned)

Policy Fee	\$25.00
Inspection Fee	\$40.00 (New Business only)

If inspections are done at renewal the cost will be absorbed by the Company.

Minimum Annual Premium: 150.00

Note: All premiums will be rounded to the nearest whole dollar

L. BINDING

- A. Only agents with binding authority stipulated in their agency or General Agency contract can bind Topa on any risk.
- B. Coverage can only be bound effective no earlier than 12:01 A.M. the date **following** the date the application is signed by the applicant, provided the application and payment, if not an impound account, are received within 3 calendar days of the signature date. If received after 3 calendar days, the effective date shall be 12:01 A.M. the date following the date the application is received, or the proposed effective date, which ever is later. Received means received in either our General Agents office or Topa's home office and NOT the postmark date.
- C. Risk approved by Topa's underwriters will follow the same binding guidelines as stated on B above after the underwriter has given written approval.
- D. Oral binders are strictly prohibited.
- E. All policy terms will be for 12 months.

M. - CANCELLATIONS AND NON-RENEWAL

A. Insured Request Cancellation

1. Must have written request from the Named Insured which is signed and dated. A lost policy release signed and dated by the Named Insured is acceptable. The return of the original policy is not required
2. Unearned premium shall be computed on a short rate basis.
3. Non-payment of premium shall be considered an Insured's Request.
 - a. The Company will sent the require notice of cancellation for non-payment on Direct bill business to all concerned parties.
 - b. Request for non-payment cancellation received from a Premium Finance Company will be processed in accordance with the applicable Insurance Code and the unearned premium shall be computed on a pro-rata basis.

B. Company Request Cancellation and Non-Renewal.

1. Company cancellation or non-renewal will be done in accordance with the Insurance Code and conditions stipulated in the insurance contract. Notices will be sent with a certificate of mailing to all concerned parties.
2. Unearned premium, if any, shall be computed on a pro-rata basis.

N. Endorsements

- A. Endorsements required to correct a rating error will be rated using the rates in effect at the time the policy was improperly rated or classified.
- B. Endorsements done at the request of the Insured will be rated using the rules and rates in effect on the effective date of the endorsement.