



## SOUTH CAROLINA MANUFACTURED HOME UNDERWRITING GUIDELINES

### GENERAL UNDERWRITING GUIDELINES FOR ALL RISKS SUBMITTED

1. APPLICATIONS—All questions must be answered, the applicant and producer must sign the application and the application must be mailed within 30 days from the effective date.
2. C.L.U.E.—Will be obtained on all submissions.
3. TOTAL INSURED VALUE—The maximum limit for the manufactured home (Coverage A) is \$125,000 and the total exposure for the manufactured home, personal property and unattached structures is \$200,000.
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. The limit requested should not include the value of 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. If replacement cost is purchased, the home must be insured for 100% of the current year value.
6. OWNERSHIP—The applicant must be the titled owner of the manufactured home. If the risk is occupied by the named insured on a full-time basis or a seasonal / secondary home, 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; however, liability coverage is not available.
7. ADDITIONAL INSURED—Owner Occupied Program—If more than one individual owns the manufactured home (titled owners); however, one or more of the individuals does not live in the manufactured home, they should be listed as additional insured(s) and not as an insured.
8. REPLACEMENT COST MANUFACTURED HOME—The home must be 15 years or newer and be owner occupied by the named insured on a full-time basis. Not available in the seasonal and rental programs. The home must be insured for 100% of the current year value.
9. FULL REPAIR COST MANUFACTURED HOME—The home must be 15 years or newer and be owner occupied by the named insured on a full-time basis. Not available in the seasonal and rental programs.
10. AGE REQUIREMENT—There is no age requirement.
11. PHOTO REQUIREMENT—Two (2) photos, one of the front and one of the back of the manufactured home, are required: (1) rental risks with more than \$25,000 premises liability and (2) manufactured homes that have been substantially modified.
12. PERSONAL PROPERTY—Owner Occupied—The limit may not exceed 100% of the value of the manufactured home or \$25,000, whichever is greater; Seasonal—The limit may not exceed 50% of the value of the manufactured home or \$25,000, whichever is greater; Rental—The maximum limit is \$5,000.
13. SCHEDULED PERSONAL PROPERTY—(1) a current appraisal or receipt is required; (2) the maximum limit per category—\$2,500 per item and \$5,000 aggregate for all categories; and (3) call for an exception. The risk must be owner occupied on a full-time basis.
14. 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. If a new application is submitted on a lapsed policy the effective date will be the day after postmark. THERE IS NO GRACE PERIOD.
15. MINIMUM EARNED PREMIUM—\$50

### SEASONAL PROGRAM

1. The following coverages are not available: open peril, replacement cost, full repair and scheduled personal property.
2. Maximum personal property—50% of the Coverage A Limit or \$25,000, whichever is greater.
3. All other underwriting guidelines apply.

### RENTAL PROGRAM

1. The following coverages are not available: replacement cost, full repair, golf cart, scheduled personal property and increased medical payments.
2. Maximum personal property limit—\$5,000.
3. The name of the tenant must be provided.
4. Any risk with a supplemental heat source, including wood, coal, pellet, etc. stoves are unacceptable.
5. If the total exposure exceeds \$200,000, submit unbound with details, including name of tenants, total exposure to be insured, number of manufactured homes to be insured, limit for each home, number of homes in the park and the distance between the manufactured homes. The maximum number of units eligible per applicant is eight (8).
6. If the manufactured home is in a business name, premises liability coverage is not available.
7. If the landlord lives out of state, submit, do not bind.
8. All other underwriting guidelines apply.

## TENANT PROGRAM

1. The following coverages are not available: open peril, replacement cost and scheduled personal property.
2. Any risk with a supplemental heat source, including wood, coal, pellet, etc. stoves are unacceptable.
3. Maximum personal property limit—\$25,000. Call for an exception.
4. All other underwriting guidelines apply.

## 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 cancelled policies or lower the deductible.
2. SUPPLEMENTAL HEAT SOURCE—If the manufactured home, attached structure or unattached structure is equipped with a supplemental heat source not installed by the original manufacturer, provide details. If there is a wood burning, coal burning, pellet burning, etc. stove a completed Aegis Woodstove report must be submitted with details and two (2) photos: one of the woodstove and one of the chimney outside.
3. UNINSURED RISK—If the applicant has failed to carry insurance for any period of time, submit unbound with an explanation.
4. SWIMMING POOL—If there is a swimming pool on the premises, it must be surrounded with a stockade type fence that is at least 4' high and have a locked gate. If the swimming pool is unfenced or has a diving board or slide, the risk must be written without liability coverage.
5. SUBSTANTIALLY MODIFIED—Manufactured homes that have been substantially modified must be submitted with details of the modification. If two (2) manufactured homes are attached, there must be a properly supported roof over both the manufactured homes.
6. CANCELLED OR NONRENEWED—If the applicant was cancelled or nonrenewed, provide the reason for and the date of the cancellation or nonrenewal.
7. ANIMALS—If the applicant owns or boards any animal that has caused injury or has bitten the risk must be written with the animal injury exclusion and must be signed by the applicant.
8. UNUSUAL PROPERTY EXPOSURES—Submit unbound with details of the exposure.
9. UNUSUAL LIABILITY EXPOSURES—May only be written without liability coverage.

## 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 / renovation.
3. If the manufactured home is condemned.
4. If the manufactured home is without utilities.
5. If there is a portable kerosene heater in the manufactured home, attached structure or unattached structure or any other place on the premises.
6. If supplemental heat or a wood burning, coal burning, pellet burning, etc. stove is the only means of heating the manufactured home.
7. If the manufactured home is not well maintained.
8. If the manufactured home or any attached structure has damage that has not been repaired.
9. If the manufactured home is used for student housing.
10. If there is a business conducted on the premises or in the manufactured home or any attached or unattached structure.
11. If the applicant had any fire, theft or liability loss / claim, had more than one (1) other loss / claim or has a loss / claim that is unresolved or open with a previous carrier at any location in the past three (3) years. If the only loss was a liability loss, the risk may be written without liability coverage; however, the applicant must acknowledge this in writing.

## MITIGATION CREDITS

1% credit to base premium if one credit applies and 3% credit to base premium if both credits apply. Credits are available in Territory I only. The Insured's Mitigation Affidavit and Certification must be submitted.

Opening Protection—all glazed openings, including windows, skylights and doors, are protected either by storm shutters or impact resistant glass meeting minimum requirements of the International Residential Code and attached garage doors meet or have been retrofitted to meet ASCE 7/88 wind and debris impact standards or door is compliant with SSTD-12 wind pressure and debris impact standards.

Building Codes—building meets or exceeds the International Building Code as adopted by the SC Manufactured Home Building Code Council in 2007 and has a certificate of occupancy issued in 2007 or later.