



## Personal Lines: Document Deferral Form for Expedited Submission

For policies related to court-ordered cancellations due to insolvency, Citizens will accept applications and defer some required documents for new-business submissions related to the court order.

For deferred documents, agents must submit all required documents no later than 90 days after the Citizens policy effective date to avoid possible nonrenewal of coverage.

### Directions:

1. Upload and link this completed form in the *Required Document* section in PolicyCenter® when deferring a required document requirement as outlined below.
2. Indicate which document(s) you are deferring:
  - 4-Point Inspection
  - Roof condition documentation
  - Current *Uniform Mitigation Verification Inspection Form* (OIR-B1-1802). (Please attach an expired form if it is the only version available. An updated form will need to be submitted within 90 days of the effective date.)
3. External Inspections: Enter *Deferred* when PolicyCenter prompts you on the *Dwelling Construction* screen for each of the following:
  - Company name
  - First name
  - Last name
  - License number

Use today's date for the inspection date

### Notes:

- Agents must submit a copy of the prior carrier cancellation notice as soon as possible to ensure the risk is eligible for the deferral.
- Refer to the agent bulletin to verify when this document deferral exception ends and guidance on documents.
- eSignatures are acceptable.
- Citizens reserves the right to require any documents to renew a policy.
- Underwriting retains the right to reject documentation that does not reasonably support the representations made in the application.
- A 4-Point will be needed if converting risk from wind-only to multiperil.
- For more information about required documentation, see the *Required Document Guides*. (Log in to the *Agents* website and select **Training** → **Personal Job Aids**, and the policy-specific guides are in the right-hand column.)