

«Agency\_Name»  
«Agency\_Mailing\_Address1»  
«Agency\_Mailing\_City», «Agency\_Mailing\_State» «Agency\_Mailing\_Zip»



Property Address:

<Policyholder Name>  
<Policyholder Mailing Address 1>  
<Policyholder Mailing Address 2>  
<Policyholder Mailing City>, < Policyholder Mailing State>  
<Policyholder Mailing Zip>

<Policyholder Property Address 1>  
<Policyholder Property Address 2>  
<Policyholder Property City>, FL  
<Policyholder Property Zip>

10/12/2023

Policy Number: <Riskid>

## **Action Required: Submit Proof of Primary Residency to Your Agent**

Dear Policyholder:

New legislation was passed that will increase the insurance premium charged on non-primary residences. Citizens is contacting you because our records indicate your policy does not insure a primary residence. Under Florida law, a primary residence is a dwelling that is the policyholder's primary home or a leased rental property that is the primary home of the tenant – either of which the policyholder or tenant occupies for more than nine months of each year.

If your policy insures your primary residence, contact your agent. You may need to sign the *Policyholder Affirmation Regarding Primary Residence* (CIT PR01) form and submit it, along with the required acceptable documentation, prior to your renewal processing to avoid seeing an additional increase in renewal premium for non-primary residence. Provide one of the following acceptable documents to your agent:

- Homestead exemption
- Voter registration card
- Florida driver's license\*
- Florida identification card\*
- Military orders\*
- Vehicle registration
- Lease agreement executed within the last 12 months

*Notes:*

- Your agent must redact the personal information (e.g., driver's license number, identification card number, military identification number) from the documents marked with an asterisk prior to submitting.

- This letter is to inform you of the proof of residency verification requirements and does not supersede any other requirements related to renewal eligibility. If you have been issued a notice of nonrenewal, providing proof of primary residency alone does not satisfy renewal eligibility requirements, and the notice of nonrenewal for your policy remains in effect.

Your agent can assist you and answer any questions you may have. Contact them via phone: [AgencyPhone] or email: [AOREmail].

Citizens Property Insurance Corporation