



FutureGuard Guidelines:
Version 2.5

GOALS OF THE PROGRAM

To offer a branded product for the Intercity Group of Companies in order to earn a profit through increased sales, reduced costs, account underwriting and flexibility.

BENEFITS OF THE PROGRAM

1. Flexibility
2. Unique identity for the Intercity Group of companies
3. Enhanced Special Limits: please see each enhancement form for carrier specific enhancements

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General Guidelines

Additional Premium:

Additional premium of \$5.00, or less, is waived.

Additional Insurance:

Additional coverage is added, on a pro rata basis, subject to the current rates in effect at the time.

Age- Dwellings older than 30 years:

Homes, older than 30 years, require the following updates:

1. Roof less than 20 years;
2. 100 amp electrical service (no fuses);
3. Copper or plastic plumbing;
4. Central heating system serviced within 3 years;
5. Hot-Water Tank. 10 years or newer (older must have, and be within the dates of a manufacturer's warranty certificate guaranteeing its lifespan).

Applications:

CSIO Habitational Applications must be completed for all applications and endorsements. A signature is preferred on new business, especially un-referred customers.

Non-Compete Requirements:

We are not prepared to compete on price when taking over a policy from a Non-Program Intact broker and are placing with Intact in your Personal Lines Program. If you wish to take over an Intact policy from a Non-Program Broker you have 2 options:

1. If you currently have the ability to write business with Intact out of Program, you can take over the policy by Letter of Brokerage at the existing Intact premium and move to your program upon completion of the first policy term.
2. If you wish to write the policy in your Program with Intact as the market, we would require that you match the current Intact rating for the first year term. Upon the next renewal you may renew at Program rating.

Best Practice: If you are remarketing your client to FutureGuard Intact from a regular market Intact, the best practice would be to offer FutureGuard wordings and limits, matching Intact's rates for the first year.

Mortgages:

A risk with more than two mortgages is generally not acceptable.

For risks that have more than 2 mortgages, please gather the limits and institution information and forward to the Special Risk department. A completed mortgage detail questionnaire will be required.

Non-standard mortgages (e.g. a private lender or a non-standard financial institution) need to be sent to the Special Risk department for coverage placement.

Policy Period:

The premium and rates in this manual are on an annual basis.

Prior Insurance:

Prior carrier information is required on all applications: insurer, policy number and expiry date.

Procedure when Insured Moves:

Personal property is insured for all policy perils while at the old location, at the new location, and while in transit between the two, for a period of thirty (30) days.

Provide full details of the new location on a new application.

If the move is to a different province, for personal property only, coverage may continue for thirty (30) days after the commencement of the physical transfer of your property, or until policy expiry, whichever occurs first. Additional premium may result from an increase in limits, or because of a move to a different geographic location. Please refer to the policy wordings for details.

Guaranteed Replacement Cost on Dwelling:

Coverage for Guaranteed Replacement of the building, regardless of the policy limit, is subject to:

1. A fully completed, recognized Replacement Cost Guide worksheet submitted when the policy is issued, and every three years, thereafter.
2. Sum insured is not less than the amount calculated using the Replacement Cost Guide.
3. Any alteration to the dwelling which increases the value by \$10,000, or more, must be endorsed immediately.
4. Renewals will be automatically increased based on the current inflation factors.

Replacement Cost on Personal Property:

There is automatic coverage under Comprehensive Homeowners, Condos & Tenants.

Replacement cost on Personal Property is available on Broad Form Seasonal or Rented Dwellings.

Sewer Back-up:

This coverage is included at no charge on Homeowners or Condominium package policies.

This coverage may be purchased on a Tenant, Rented Dwelling, Rented Condominium & Broad Seasonal policies. Please see appropriate section for the premium.

This coverage is not available on Fire & EC - Seasonal Dwellings.

Territory Limits:

We expect to insure risks within our office trading area. If you have a risk outside of your trading area, please refer to InsureBC Underwriting.

Vacant Buildings:

We do not insure vacant buildings as new business. If the owner is moving into the new location within 30 days, and there is an acceptable reason as to why they are not being provided coverage with their previous insurer, please refer to InsureBC Underwriting.

A vacancy permit can be endorsed on to existing policies for 90 days, subject to changes in coverage and an additional premium. It must be approved by InsureBC Underwriting.

Vacant buildings must be checked every 72 hours by the insured, or a competent person the insured has elected to ensure the premises are well maintained. Please advise your client to have all water shut off and pipes cleared.

Cancellations**By the Policyholder:**

The policyholder may request cancellation by completing and signing a Lost Policy Voucher, a Release of Interest, or by sending a signed letter advising when cancellation is to take effect.

Where a policy includes a Mortgage Clause, the request for cancellation must include a release from the mortgagee, or send out a registered letter advising of the cancellation.

Unearned premium is returned on a short-rate basis.

On a renewal, the policyholder has 30 days from the renewal date to cancel the policy without charge. If cancellation is requested after 30 days, there will be a short-rate charge for time on risk, subject to a minimum premium of \$25.00

By the Company:

The Company may cancel a policy by providing 15 days notice to the policyholder, sent by registered mail.

Notice may be reduced to 5 days, if it is provided by hand delivery. For purposes of verification, two people are required when hand delivering a cancellation.

Unearned premium is returned on a pro-rata basis.

Reinstatement:

We will not reinstate the policy if it has been cancelled more than once in 3 years.

Reinstatement is permitted only if it has been requested before the cancellation date. Please approach your underwriter at InsureBC with a full reason why the client was unable to make their payment, confirmation that this is the first cancellation, as well as verification that they will be able to pay, in full, the total balance owing.

After the cancellation is in effect, a new application must be submitted as new business.

Heating Systems

Primary Heating Systems:

The following are acceptable heating systems:

1. A permanently installed central hot air, or hot water, furnace fueled by natural or propane gas or oil*.
*An oil tank questionnaire needs to be completed. We must also have photos of the oil tank in file, and a copy of the inspection report. If the oil tank is over 10 years and above ground an Absolute Pollution Exclusion will apply. Below ground tanks of all ages- an Absolute Pollution Exclusion will apply. Please refer all information to InsureBC Underwriting.
2. A permanently installed, public utilities commission-approved, electrical heating system.
3. Solar Heat.
4. Wood Heat:
 - a. For new business, solid fuel heat is unacceptable as primary heat. We will only accept it as auxiliary heat (see Discounts & Surcharges), subject to a solid fuel heating questionnaire and photo. Solid fuel is considered primary if used more than 50% of the time to heat the entire dwelling.
 - b. For existing policies, in which we previously approved the primary wood heat, we will 'grandfather' its existence (subject to a 100% surcharge) & confirmation that there is another type of heat for auxiliary.
5. Geothermal heat
6. Combination solid fuel furnace with oil, natural gas, or electricity. In file, there must be:
 - a. Confirmation of an annual cleaning;
 - b. A supplementary solid fuel heating questionnaire, and photo;
 - c. Confirmation it was professionally installed, or Wett inspected (inspection in file);
 - d. Confirmation that there have been no add-on units;
 - e. Confirmation that oil tank guidelines have been adhered to;
 - f. Indication of the applicable surcharge (see Discounts & Surcharges).

Auxiliary Heating Systems:

Auxiliary Heating Systems must meet the following requirements:

1. A supplementary solid fuel heating questionnaire, and photo, must be submitted with every unit.
2. All auxiliary heating units must be CSA, ULC, or Warnock Hersey approved.
3. All auxiliary heating units must be professionally installed or WETT inspected.
4. Each auxiliary heating unit must have its own chimney.
5. Apply appropriate surcharge (see Discounts & Surcharges).
6. Pellet stoves are surcharged as a wood stove.
7. Standard masonry/brick fireplaces and zero-clearance fireplaces, if professionally installed, are allowed without any surcharge.

Homeowners

Homeowners Underwriting Checklist

Binding Limit:		Criteria Met?
Minimum Dwelling Limit	\$100,000	
Maximum Limit - Protected (Hydrant protected)	\$1,000,000	
Maximum Limit - Semi-Protected (Fire Hall within 8km by road)	\$750,000	
Maximum Limit - Unprotected	\$500,000	

Risks beyond your binding authority must be sent to InsureBC Underwriting to be authorized.

Accepted Risks:

Occupied by the named insured as a principal residence, and used for private residential purposes	
Single or two-family - owner occupied dwellings	
A self-contained unit is permitted - subject to the appropriate surcharge	
No roomers or boarders	
Well maintained buildings insured to 100% of the replacement value (determined by a recognized evaluation method, or professional appraisal)	
No more than 2 mortgages (must be standard lending institutions)	
Must be a detached building, a duplex with party wall agreement, or a unit that is fully stratified. Please keep detailed notes in the file.	
Dwelling is 40 years or less *If over 40 years, please refer to InsureBC Underwriting	
Dwellings older than 30 years require photos, and details of full updating (including the hot water tank)	
Approved primary heating - see guidelines	
No losses in the past 3 years (except glass claims) OR no loss over \$20,000 OR no loss within the past six months. Any claim over \$100,000 in the past 5 years needs to be referred to InsureBC Underwriting.	
No more than 1 self-contained suite	
Permanent concrete foundation	
Must be in the name of the registered owner/owners of the property – Business or Trust Names need to be referred to InsureBC Underwriting	
First time insureds must be fully underwritten by you. Apply deductibles and discounts appropriately. Know why they are getting insurance now, and what their history is. Any questions, refer to InsureBC Underwriting.	

Secondary Homes are fully front-line underwritten: Need to ensure the location is not being used as a seasonal home in any capacity. Any questions, please refer to InsureBC	
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Refer to InsureBC Underwriting:

- Any dwellings outside the binding maximum and minimum limits specified
- Any risks outside your binding authority limits
- Risks with more than 1 loss (except glass claims) in the past 3 years, OR if insured has had one loss over \$20,000, OR one loss within the past six months
- Risks that have been cancelled or declined in the past 5 years
- Risks with more than 1 self-contained secondary suite
- Buildings under renovation or construction
- Any business being conducted on premises
- Dwellings older than 40 years (with updates)
- Buildings not insured for 100% of replacement cost, as determined by a recognized evaluation method or a professional appraisal
- Risks with more than 2 mortgages
- Risks that are written in a company name
- Risks that have multiple ownership of unrelated individuals
- Hobby farms
- Log homes - not eligible for GRC or single limit endorsement
- Risks that have oil heat – please forward an oil tank questionnaire, new photo, and a copy of the inspection report

Not for the Program:

- Heritage homes
- Vacant dwellings
- Rooming houses
- Farm property, equipment or liability
- Risks with wood as primary heating, or any unapproved heating (see Heating)
- Mobile homes
- Floating homes
- Tenants in mobile or floating homes
- Outbuildings not structurally sound
- Older than 40 years, without full updates (including hot water tank)
- Any dwelling that cannot be rebuilt to similar size or occupancy, or cannot be rebuilt on the same location due to a known building code, by-law or community plan
- Seasonal dwellings without supporting business
- Risks with known hazardous exposures (e.g. adjoining commercial risk, vicious dog, etc)
- Risks that are not well maintained
- Risks that have been cancelled or refused by another insurance carrier
- Dwellings converted into apartments or rooms
- Building not built on a solid concrete foundation, or built on hollow concrete blocks
- Knob and tube wiring
- Risks that include commercial activity (unless approved by InsureBC Underwriting)

Homeowners Forms, Coverage Options, Discounts and Surcharges

Policy Forms	Comprehensive *NO BROAD OR FIRE & E.C. HOMEOWNERS ALLOWED ON THE PROGRAM For any Broad or Fire & E.C. homes, please refer to InsureBC Underwriting
Basis of Payment	Guaranteed Replacement Cost on Dwelling (subject to current Evaluator) Replacement Cost on Contents
Deductible Options	\$500 = base deductible \$1,000, \$2,500, \$5,000 = discounted options *\$1,000 not discounted when applied for 1 st time insured
Deductible Waiver	\$10,000 claim settlement = disappearing deductible *For policies with \$500 & \$1,000 deductible only
Contents	80% of Dwelling Value
Detached Structures	15% of Dwelling Value
Additional Living Expenses	20% of Dwelling Value

Other Frequently Used Coverage Options:

Please Note: Coverage must be listed on the policy to apply.

Coverage Options	Comprehensive
Sewer Backup	Included
Debris Removal	Included
Identity Theft	Included
Bylaws	\$50,000 limit included
Claims Forgiveness	If claims free for 5 yrs
FutureGuard Care	*Please remove on renewal: coverage no longer offered
Single Limit	Included

Applying Homeowners Discounts:

Start with the published base premium from Compu-Quote. Total all applicable discounts and surcharges, and apply this factor to the base premium. **The maximum allowable discount is 50%.**

New Home Discount:

- A 10% new home discount is allowed on any dwelling built within the last 20 years.
- A 5% discount is allowed on any dwelling built within the last 21-40 years.

Mortgage Free Discount:

- A 10% discount is allowed if the risk is mortgage free.

Claims Free Discount:

- A 10% discount is allowed on policies where no claims have occurred in the previous three (3) years.
- This discount is available to an applicant who has been insured continuously with any insurer for the last three (3) years. The name and the policy number of the previous insurer must be declared on the application.

Alarm Discount:

- A 10% discount is allowed where a UL or ULC approved fire and burglar alarm system has been installed in the insured's dwelling, and is centrally monitored by an approved station. The alarm company's confirmation, or installation certificate, must be on file.
- A 7% discount is allowed on UL or ULC approved burglar alarms installed in the insured's premises that is centrally monitored by an approved station.
- A 5% discount is allowed on UL or ULC approved local burglary alarm systems.

Sprinkler Discount:

- A 5% discount is allowed where a professionally installed sprinkler system has been installed in the insured's premises.

Mature Discount:

- Applies if Named Insured living at the insured dwelling or a relative, who is a permanent resident living at the insured dwelling, qualifies:
 - 45- 49 years of age – 10%
 - 50- 59 years of age – 15%
 - Over 60 years of age – 20%

Multi-Line Discount:

- A 5% discount is allowed if the insured has two policies with the agency.
- A 10% discount is allowed if the insured has three policies with the agency.

Please Note: Only one of these discounts can be applied!

Policy numbers being used to apply this discount should be written in the comments section of the declaration pages.

This discount can be applied if the Homeowners policy has more than one location, or watercraft coverage is added.

Loyalty Discount:

- A 5% discount is allowed for all policy holders who have held a Personal Property policy with your agency for 2 consecutive policy terms.
- A 10% discount is allowed for all policy holders who have held a Personal Property policy with your agency for 3 consecutive policy terms.

Deductible Discount:

Deductible (\$)	Discount percentage	Max Discount (\$)
1000	10%	100
1500	20%	300
2500	25%	500
5000	30%	600

- There will be no discount given for a \$1000 deductible when applied due to no previous insurance.

Applying Homeowners Surcharges:

Combination Furnace Surcharge:

- A 10% surcharge applies for homes with a combination furnace.

Auxiliary Heat Surcharge:

- A 10% surcharge applies for homes with auxiliary heating systems.

Log Home Surcharge:

- A 25% surcharge applies to log homes.

Claims Surcharge:

- A 10% surcharge applies for insureds with 2 claims within the last 3 years. Please use strong after loss underwriting. Approach InsureBC Underwriting for approval prior to renewal.

Multi-Family Dwelling Surcharge: - if approved by InsureBC

- A 10% surcharge applies for two-family dwellings.
- A 15% surcharge applies for three-family dwellings.
- A 25% surcharge applies for four-family dwellings. (grandfathered- please refer)

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Condominium Unit Owners

Condominium Underwriting Checklist

Binding Limit:		Criteria Met?
Minimum Contents Limit	\$40,000	
Maximum Contents Limit - Protected (Hydrant protected)	\$250,000	
Maximum Contents Limit - Semi-Protected (Fire Hall within 8km by road)	\$200,000	
Maximum Contents Limit - Unprotected	\$150,000	

Risks beyond your binding authority must be sent to InsureBC Underwriting to be authorized.

Accepted Risks:

Individual unit owners of Condominiums and Townhouse units used as a principal residence	
Unit must be part of a provincially registered condominium corporation operating a complex of separate self-contained residential units	
Risk must be well maintained	
Risk must have approved primary heating	
Named Insured shall be the registered owner of the unit	
Building cannot be used for commercial, manufacturing, boarding or lodging or farm purposes	
Risk is ineligible if occupied by the named insured as a seasonal residence, or rented to others	
Co-ops are ineligible for this package	
Must have supporting business attached to risk, under the same policy	

Refer To InsureBC Underwriting:

- Risks are outside your binding authority limits.
- Risks that have had more than one loss (except glass claims) in the past three years. Also, if insured has had one loss over \$20,000, or one loss within the past six months & any claim over \$100,000 in the past 5 years needs to be referred to InsureBC Underwriting.
- Risks have been cancelled, or declined, in the past 5 years.
- Any business is being conducted on the premises.
- Risks are written in a company name.
- Risks have multiple ownership of unrelated individuals.

Condominium Forms, Coverage Options, Discounts & Surcharges

Policy Forms	Comprehensive *NO BROAD OR FIRE & E.C. CONDOMINIUMS ALLOWED ON THE PROGRAM *For any Broad or Fire & E.C. Condominiums please refer to InsureBC underwriting
Basis of Payment	Replacement Cost on Contents
Deductible Options	\$500 = base deductible \$1,000, \$2,500 = discounted options- see below discounts *\$1,000 not discounted when applied for 1 st time insured Existing policies, with a \$200 deductible, can be 'grandfathered' with a 10% surcharge. If there is a claim, they must increase to a min of \$500 deductible
Deductible Waiver	\$10,000 homeowners claim settlement = disappearing deductible \$30,000 condominium & rented condo claim settlement = disappearing deductible *For policies with \$500 & \$1,000 deductible only
Additional Living Expenses	40% of Contents Limit
Strata Deductible Options	\$25,000 Included \$50,000 = Additional \$30 *Anything over \$50,000 must be referred to InsureBC
Condominium Protection Coverage Package	250% Limit of Liability

Other Frequently Used Coverage Options:

Please Note: Coverage must be listed on the policy to apply.

Coverage Options	Comprehensive
Sewer Backup	Included
Debris Removal	Included
Identity Theft	Included
Claims Forgiveness	If claims free for 5 yrs
Condominium Protection Coverage	\$500,000

Applying Condominium Discounts:

Start with the published base premiums from Compu-Quote. Total all applicable discounts and surcharges and apply this factor to the base premium. The maximum allowable discount is 40%.

Claims Free Discount:

- A 10% discount is allowed on policies where no claims have occurred in the previous three (3) years. This discount is available to an applicant who has been insured continuously with any insurer for the last three (3) years. The name and the policy number of the previous insurer must be declared on the application.

Alarm Discount:

- A 10% discount is allowed where a UL or ULC approved fire and burglar alarm system has been installed in the insured's dwelling, and is centrally monitored by an approved station. The alarm company's confirmation, or installation certificate, must be on file.
- A 7% discount is allowed on UL or ULC approved burglar alarms installed in the insured's premises that is centrally monitored by an approved station.
- A 5% discount is allowed on UL or ULC approved local burglary alarm systems.

Sprinkler Discount:

- A 5% discount is allowed where a professionally installed sprinkler system has been installed in the insured's premises.

Mature Discount:

- Applies if Named Insured living at the insured dwelling or a relative, who is a permanent resident living at the insured dwelling, qualifies:
- 45- 49 years of age – 10%
- 50- 59 years of age – 15%
- Over 60 years of age – 20%

Multi-Line Discount:

- A 5% discount is allowed if the insured has two policies with the agency.
- A 10% discount is allowed if the insured has three policies with the agency.

Please Note: Only one of these discounts can be applied!

Policy numbers being used to apply this discount should be written in the comments section of the declaration pages.

This discount can be applied if the Condominium policy has more than one location, or watercraft coverage is added.

Loyalty Discount:

- A 5% discount is allowed for all policy holders who have held a Personal Property policy with your agency for 2 consecutive policy terms.
- A 10% discount is allowed for all policy holders who have held a Personal Property policy with your agency for 3 consecutive policy terms.

Deductible Discount:

Deductible (\$)	Discount percentage	Max Discount (\$)
1000	10%	100
2500	25%	250

- There will be no discount given for a \$1000 deductible when applied due to no previous insurance.

Applying Condominium Surcharges:

Combination Furnace Surcharge:

- A 10% surcharge applies for homes with a combination furnace.

Auxiliary Heat Surcharge:

- A 10% surcharge applies for homes with auxiliary heating systems.

Log Home Surcharge:

- A 25% surcharge applies to log homes.

Claims Surcharge:

- A 10% surcharge applies for insureds with 2 claims within the last 3 years. Please use strong after loss underwriting. Approach InsureBC Underwriting for approval prior to renewal.

Commercial Occupancy on Ground Floor:

- A 25% surcharge applies for units in buildings with commercial occupancy.
- Please refer to InsureBC Underwriting if the commercial exposure is a restaurant or manufacturing establishment.

Rented Condominiums

Rented Condominium Underwriting Checklist

Binding Limit:		Criteria Met?
Minimum Contents Limit *please note, current \$10,000 rate are the same rate as previous \$5,000 min	\$10,000	
Maximum Limit- Protected (Hydrant protected)	\$50,000 maximum contents	
Maximum Limit- Semi-Protected (Fire Hall within 8km by road)		
Maximum Limit- Unprotected →Refer any over \$20,000 to InsureBC		

Risks beyond your binding authority must be sent to InsureBC Underwriting to be authorized.

Accepted Risks:

Single family occupancy	
Unit must be part of a provincially registered condominium corporation operating a complex of separate self-contained residential units	
Risk must be well maintained: There is no age restriction, but the electrical, heating, plumbing, and roof must meet modern specifications.	
Risk must have approved primary heating	
Named Insured shall be the registered owner of the unit	
Building cannot be used for commercial, manufacturing, boarding or lodging or farm purposes	
Co-ops are ineligible for this package	
Must have supporting business attached to risk, under one policy *No stand-alone rentals (please see our special risk department for this)	
No farm or farming risks	

Refer to InsureBC Underwriting:

- Risks that are written in a company name
- Risks that have multiple ownership of unrelated individuals
- Risks that have had more than one loss (except glass claims) in the past three years. Also, if insured has had one loss over \$20,000, or one loss within the past six months or Any claim over \$100,000 in the past 5 years needs to be referred to InsureBC Underwriting.
- Risks that have been cancelled or declined in the past 5 years
- Risks that are outside your binding authority limits

Rented Condominium Forms & Coverage Options

Policy Forms	Comprehensive *NO BROAD OR FIRE & E.C. CONDOMINIUMS ALLOWED ON THE PROGRAM For any Broad or Fire & E.C. Rented Condominiums, please refer to InsureBC Underwriting
Basis of Payment	Replacement Cost on Contents
Deductible Options:	\$500 = base deductible \$1,000, \$2,500 = discounted options (see below)* *\$1,000 not discounted when applied for 1 st time insured Existing policies, with a \$200 deductible, can be 'grandfathered' with a 10% surcharge
Deductible Waiver	\$30,000 claim settlement = disappearing deductible *For policies with \$500 & \$1,000 deductibles only
Additional Living Expenses	20% of Contents Limit
Strata Deductible Options	\$25,000 Included \$50,000 = Additional \$30 *Anything over \$50,000 must be referred to InsureBC

Other Frequently Used Coverage Options

Please Note: Coverage must be listed on the policy to apply.

Coverage Options	Comprehensive
Sewer Backup	\$25
Debris Removal	Included
Rental Income Coverage*	\$2.00/\$1,000 of annual rent

*Deductible Discount Options:

Deductible (\$)	Discount percentage	Max Discount (\$)
1000	10%	100
2500	25%	250

Seasonal Condominiums

Seasonal Condominium Underwriting Checklist

Binding Limit:		Criteria Met?
Minimum Contents Limit	\$20,000	
Maximum Limit - Protected (Hydrant protected)	\$150,000	
Maximum Limit - Semi-Protected (Fire Hall within 8km by road)	\$150,000	
Maximum Limit – Unprotected → Refer to InsureBC	\$150,000	

Risks beyond your binding authority must be sent to InsureBC Underwriting to be authorized.

Accepted Risks:

Unit must be part of a provincially registered condominium corporation operating a complex of separate self-contained residential units	
Risk must be well maintained	
Risk must have approved primary heating	
Named Insured shall be the registered owner of the unit	
Building cannot be used for commercial, manufacturing, boarding, lodging or farm purposes	
Co-ops are ineligible for this package	
Must have supporting business attached to risk, under one policy	
Occasional rental to others is allowed – up to 28 days per policy term	
Cannot be Stand-alone Seasonal- must have supporting business	

Refer To InsureBC Underwriting:

- Condominium is insured for less than minimum amounts.
- Risk is outside your binding authority limits.
- Risks that have had more than one loss (except glass claims) in the past three years. Also, if insured has had one loss over \$20,000, or one loss within the past six months or Any claim over \$100,000 in the past 5 years needs to be referred to InsureBC Underwriting.
- There is any business being conducted on premises.
- Risks are written in a company name.
- Risks have multiple ownership of unrelated individuals.

Rating:

- Use the Compu-Quote Condominium Rates. Wrench in a surcharge of 25%.
- Sewer backup must be charged \$25 to apply.

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Tenants Packages

Tenants Underwriting Checklist

Binding Limit:		Criteria Met?
Minimum Contents Limit	\$35,000	
Maximum Limit - All Territories	\$150,000	

Risks beyond your binding authority must be sent to InsureBC Underwriting to be authorized.

Accepted Risks:

Used exclusively for private purposes by the named insured, and not as a seasonal. No summer or seasonal dwellings.	
Incidental office use is permitted; however, a Home Based Business endorsement may be required. Please refer to InsureBC Underwriting for approval.	
Single or two family dwellings, duplex, triplex, multi-family and high-rise apartment buildings used exclusively for private residential purposes.	
Can be used for co-operative housing units.	
Unit and building are well maintained.	
Buildings must meet normal construction and fire safety standards.	
Must be a self-contained unit.	
No losses in three years. Refer to InsureBC Underwriting applicants with a claims history.	
Named insured must be the lessee of the unit.	
Amount of insurance is equal to the total replacement cost of all personal contents.	
No tenant-occupied mobile homes or float homes.	
Cannot insure two or more unrelated individuals on one Tenant's policy. Please issue separate policies for each individual. We cannot write risks whereby 3, or more, unrelated individuals reside.	
No buildings used for commercial purposes such as restaurants, manufacturing, boarding, lodging, or farm purposes. (Modern high-rise buildings containing apartments over office and/or retail store occupancies are acceptable).	
Maintenance of the building is average or better. There is no age restriction; however, the electrical, heating, plumbing, and roof must meet modern specifications.	

Refer to InsureBC Underwriting:

- Any risks outside your binding authority limits
- Risks with more than 1 loss (except glass claims) in the past 3 years, OR if insured has had one loss over \$20,000, OR one loss within the past six months OR any claim over \$100,000 in the past 5 years needs to be referred to InsureBC Underwriting.
- Risks that have been cancelled or declined in the past 5 years

Tenants Package Forms, Coverages Options, Discounts and Surcharges

Policy Forms	Comprehensive *NO BROAD OR FIRE & E.C. CONDOMINIUMS ALLOWED ON THE PROGRAM For any Broad or Fire & E.C. Rented Condominiums, please refer to InsureBC Underwriting
Basis of Payment	Replacement Cost on Contents
Deductible Options:	\$500 = base deductible \$1,000, \$2,500 = discounted options *\$1,000 not discounted when applied for 1 st time insured Existing policies, with a \$200 deductible, can be 'grandfathered' with a 10% surcharge, must increase to \$500 deductible with a claim
Deductible Waiver	\$10,000 home claim settlement = disappearing deductible \$30,000 condo claim settlement = disappearing deductible *For policies with \$500 & \$1,000 deductible only
Additional Living Expenses	20% of Contents Limit

Other Frequently Used Coverage Options:

Please Note: Coverage must be listed on the policy to apply.

Coverage Options	Comprehensive
Sewer Backup	Included
Debris Removal	Included
Claims Forgiveness	If claims free for 5 yrs
Replacement Cost Contents	Included
Identity Theft	Included

Applying Tenant Discounts:

Start with the published base premium from Compu-Quote. Total all applicable discounts and surcharges, and apply this factor to the base premium. **The maximum allowable discount is 40%.**

Claims Free Discount:

- A 10% discount is allowed on policies where no claims have occurred in the previous three (3) years.
- The discount is available to an applicant who has been insured continuously with any insurer for the last three (3) years. The name and policy number of the previous insurer must be declared on the application.

Alarm Discount:

- A 10% discount is allowed where a UL or ULC approved fire and burglar alarm system has been installed in the insured's dwelling and is centrally monitored by an approved station. The alarm company's confirmation or installation certificate must be on file.
- A 7% discount is allowed on UL or ULC approved burglar alarm installed on the insured's premises and it is centrally monitored by an approved station.
- A 5% discount is allowed on UL or ULC approved local burglary alarm.

Sprinkler discount:

- A 5% discount is allowed where a professionally installed sprinkler system has been installed in the insured's premises.

Mature Discount:

- Applies to the Named Insured living at the insured dwelling or a relative, who is a permanent resident, living at the insured dwelling:
 - 45 – 49 years of age – 10%
 - 50 – 59 years of age – 15%
 - Over 60 years of age – 20%

Multi-Line Discount:

- A 5% discount is allowed if the insured has two policies with the agency.
- A 10% discount is allowed if the insured has three policies with the agency.

Please Note: Only one of these discounts can be applied!

Policy numbers being used to apply this discount should be written in the comments section of the declaration pages.

This discount can be applied if the Homeowners policy has more than one location or has watercraft coverage added.

Loyalty Discount:

- A 5% discount is allowed for all policy holders who have held a Personal Property policy with your agency for 2 consecutive policy terms.
- A 10% discount is allowed for all policy holders who have held a Personal Property policy with your agency for 3 consecutive policy terms.

Deductible Discount:

Deductible (\$)	Discount percentage	Max Discount (\$)
1000	10%	100
2500	25%	250

Applying Tenant Surcharges:

Combination Furnace Surcharge:

- A 10% surcharge applies for homes with a combination furnace.

Auxiliary Heat Surcharge:

- A 10% surcharge applies for homes with auxiliary heating systems. → see heating section for guidelines.

Claims Surcharge:

- A 10% surcharge applies for insureds with 2 claims within the last 3 years. Please use strong after loss underwriting. Approach InsureBC Underwriting for approval prior to renewal.

Commercial Occupancy on Ground Floor:

- A 25% surcharge applies for units in buildings with commercial occupancy.
- Please refer to InsureBC Underwriting if the commercial exposure is a restaurant or manufacturing establishment.

First Time Insured:

- \$1,000 deductible for 1 year, with no discount.

Seasonal Dwellings:

Broad Seasonal Underwriting Checklist

Binding Limit:		Criteria Met?
Minimum Dwelling Limit * anything less than the minimum needs to be ACV and put on the Fire & E.C. form	\$80,000	
Maximum - Protected (Hydrant protected)	\$500,000	
Maximum - Semi-Protected (Fire Hall within 8km by road)	\$500,000	
Maximum - Unprotected	\$200,000	

Risks beyond your binding authority must be sent to InsureBC Underwriting to be authorized.

Accepted Risks:

Occupied by the named insured as a seasonal residence, and used for private purposes. Policy must be in the name of the registered owners.	
Dwelling visited at least once every 60 days by owner	
Single family, owner-occupied dwellings	
No roomers or boarders	
Well maintained buildings insured to 100% of the replacement value	
No more than 2 mortgages (must be standard lending institutions)	
Must be detached building	
Built since 1960. Dwellings older than 30 years will require a photo and details of updating (including the hot water tank)	
Approved primary heating (see heating guidelines)	
No more than one loss (excluding glass claims) in the past 3 years	
Homes with 2 or more self-contained suites rented to others are not eligible	
Must have permanent concrete foundations	
Dwellings older than 30 years require photos, and details of full updating (including the hot water tank)	
Dwelling is not a stand-alone Seasonal Dwelling- Must be issued in conjunction with the primary location	
Risks with more than 1 loss (except glass claims) in the past 3 years, OR if insured has had one loss over \$20,000, OR one loss within the past six months OR any claim over \$100,000 in the past 5 years needs to be referred to InsureBC Underwriting	

Fire & E.C. Seasonal Underwriting Checklist

Binding Limit:		Criteria Met?
Minimum Dwelling Limit	\$10,000	
Maximum - Protected (Hydrant protected)	\$250,000	
Maximum - Semi-Protected (Fire Hall within 8km by road)	\$150,000	
Maximum - Unprotected	\$100,000	

Risks beyond your binding authority must be sent to InsureBC Underwriting to be authorized.

Accepted Risks:

Occupied by the named insured as a seasonal residence, and used for private purposes. Policy must be in the name of the registered owners.	
Dwelling visited at least once every 60 days by owner	
Single family, owner-occupied dwellings	
No roomers or boarders	
Well maintained buildings insured to 100% of the replacement value	
No more than 2 mortgages (must be standard lending institutions)	
Must be detached building	
Built since 1960. Dwellings older than 30 years will require a photo and details of updating (including the hot water tank)	
Approved primary heating (see heating guidelines)	
No more than one loss (excluding glass claims) in the past 3 years	
Homes with 2 or more self-contained suites rented to others are not eligible	
Must have permanent concrete foundations	
Dwellings older than 30 years require photos, and details of full updating (including the hot water tank)	
Dwelling is not a stand-alone Seasonal Dwelling- Must be issued in conjunction with the primary location	
Risks with more than 1 loss (except glass claims) in the past 3 years, OR if insured has had one loss over \$20,000, OR one loss within the past six months OR any claim over \$100,000 in the past 5 years needs to be referred to InsureBC Underwriting	

Seasonal Dwelling Forms and Coverages

Policy Forms	Broad Fire & E.C.
Basis of Payment	Broad = Replacement Cost Fire & E.C. = Actual Cash Value
Deductible Options	\$500 = base deductible \$1,000, \$2,500, \$5,000 = discounted options *\$1,000 not discounted when applied for 1 st time insured
Deductible Waiver	Not offered on locations which are not a primary location

Other Frequently Used Coverage Options:

Please Note: Coverage must be listed on the policy to apply.

Coverage Options	Broad	Fire & E.C.
Sewer Backup	Optional - \$10 Premium	Not Available
Debris Removal	Included	Included

Deductible Discounts:

Deductible (\$)	Discount percentage	Max Discount (\$)
1000	10%	100
2500	25%	350
5000	30%	450

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Rented Dwellings

Rented Dwelling Underwriting Checklist

Binding Limit:		Criteria Met?
Minimum Dwelling Limit	\$80,000	
Maximum Limit - Protected (Hydrant protected)	\$500,000	
Maximum Limit - Semi-Protected (Fire Hall within 8km by road)	\$500,000	
Maximum Limit - Unprotected	\$200,000	

Risks beyond your binding authority must be sent to InsureBC Underwriting to be authorized.

Accepted Risks:

Well maintained buildings insured to 100% of the replacement value (determined by a recognized evaluation method, or professional appraisal)	
Owner Supervision (no absentee landlords)	
Must be a detached building, a duplex with party wall agreement, or a unit that is fully stratified. Please keep detailed notes in the file.	
A photo is required on all submissions	
No more than 2 mortgages (must be standard lending institutions)	
Dwelling is 40 years or less *If over 40 years, please refer to InsureBC Underwriting	
Dwellings older than 30 years require details of full updating (including the hot water tank)	
Roof must be less than 20 years old	
Approved primary heating - see guidelines	
Risks with more than 1 loss (except glass claims) in the past 3 years, OR if insured has had one loss over \$20,000, OR one loss within the past six months OR any claim over \$100,000 in the past 5 years needs to be referred to InsureBC Underwriting	
No more than 4 self-contained units	
Maximum of 6 rented units per policy (i.e., a two-family rented dwelling would be considered 2 units. Three two-family dwellings would be considered 6 rented units).	
Must not be registered to 2, or more, unrelated individuals	
Buildings owned by a registered corporation need to be referred to InsureBC Underwriting	
Cannot be vacant	
No rooming or boarding houses	

No commercial occupancy or business pursuits from the property	
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Refer to InsureBC Underwriting:

- Any dwellings outside the binding maximum limits specified
- Any risks outside your binding authority limits
- Risks with more than 1 loss (except glass claims) in the past 3 years, OR if insured has had one loss over \$20,000, OR one loss within the past six months OR any claim over \$100,000 in the past 5 years needs to be referred to InsureBC Underwriting
- Risks that have been cancelled or declined in the past 5 years
- Risks with more than 1 self-contained secondary suite
- Buildings under renovation or construction
- Any business being conducted on premises
- Dwellings older than 40 years (with updates)
- Buildings not insured for 100% of replacement cost as determined by a recognized evaluation method or a professional appraisal
- Risks with more than 2 mortgages
- Risks that are written in a company name
- Risks that have multiple ownership of unrelated individuals
- Hobby farms
- Log homes - not eligible for GRC or single limit endorsement
- Knob and tube wiring

Not for the Program:

- Heritage Homes
- Vacant Dwellings
- Rooming Houses
- Farm property, equipment or liability
- Risks with primary wood or solid fuel heat or any unapproved heating (see heating)
- Mobile Homes
- Floating Homes
- Tenants in Mobile or Floating Homes
- Outbuildings not structurally sound
- Older than 40 years without updates
- Any dwelling that cannot be rebuilt to similar size or occupancy or cannot be rebuilt on the same location due to a known building code, by-law or community plan
- Rented dwellings without supporting business
- Risks with known hazardous exposures (adjoining commercial risk, vicious dog etc)
- Risks that are not well maintained
- Risks that have been cancelled or refused by another insurance carrier
- Dwellings converted into apartments or rooms
- Building not built on a solid concrete foundation or built on hollow concrete blocks

Rented Dwelling Forms, Coverages Options, Discounts and Surcharges

Policy Forms	Comprehensive Fire & E.C.
Basis of Payment	Replacement
Deductible Options	\$500 = base deductible \$1,000, \$2,500 = discounted options* see below *\$1,000 not discounted when applied for 1 st time insured
Deductible Waiver	We do not offer the disappearing deductible for locations that are not a primary location
Coverage D ALE = 'Fair Rental Value' on Rented Dwellings	20% of Dwelling Value

Other Frequently Used Coverage Options:

Please Note: Coverage must be listed on the policy to apply.

Coverage Options	Comprehensive	Fire & E.C.
Sewer Backup	Optional - \$10 Premium	Not Available
Debris Removal	Included	Not Available
Bylaws	\$30,000 limit included	\$30,000 limit included

Applying Rented Dwelling Discounts:

Start with the published base premium from Compu-Quote. Total all applicable discounts and surcharges, and apply this factor to the base premium. **The maximum allowable discount is 40%.**

New Home Discount:

- A 10% new home discount is allowed on any dwelling built within the last 20 years.
- A 5% discount is allowed on any dwelling built within the last 21-40 years.

Claims Free Discount:

- A 10% discount is allowed on policies where no claims have occurred in the previous three (3) years.
- This discount is available to an applicant who has been insured continuously with any insurer for the last three (3) years. The name and the policy number of the previous insurer must be declared on the application.

Deductible Discount:

Deductible (\$)	Discount percentage	Max Discount (\$)
1000	10%	100
1500	20%	250
2500	25%	350

- There will be no discount given for a \$1000 deductible when applied due to no previous insurance.

Applying Rented Dwelling Surcharges:

Combination Furnace Surcharge:

- A 10% surcharge applies for homes with a combination furnace.

Auxiliary Heat Surcharge:

- A 10% surcharge applies for homes with auxiliary heating systems.

Log Home Surcharge:

- A 25% surcharge applies to log homes.

Claims Surcharge:

- A 10% surcharge applies for insureds with 2 claims within the last 3 years. Please use strong after loss underwriting. Approach InsureBC Underwriting for approval prior to renewal.

Multi-Family Dwelling Surcharge:

- A 10% surcharge applies for two-family dwellings.
- A 15% surcharge applies for three-family dwellings.
- A 25% surcharge applies for four-family dwellings.

Stand-Alone Rental Homes:

- A 100% surcharge applies for stand-alone rental homes, placed with approval from InsureBC Underwriting only.

Liability – Additional Exposures

**BINDING AUTHORITY - PERSONAL LIABILITY \$2,000,000
AMOUNTS EXCEEDING THE ABOVE MUST BE REFERRED TO INSUREBC.**

The following additional annual premiums are to be charged for Increased Liability Limits and for Special Exposures as stated in the Declarations and/or Application.

Liability must always be extended off of the primary location. ‘Included’ should be written for the limit and ‘extended from primary’ should be written in the premium section.

Put the additional premium as an endorsement line under the coverages for the primary location.

ie:

Additional Coverage Options	Limit	Premium
Extend liability to Rented Condominium	Included	\$12

Exposures- Limits of Liability

	\$1,000,000	\$2,000,000	\$5,000,000
Homeowners, Tenants & Condominium Form:	Included	\$10	\$50
Rentals & Seasonals	\$12	\$16	\$35
Each additional residence owned by the insureds	\$5	\$7	\$25
Each additional Interest	\$5	\$5	\$25
Liability extension to docks and wharfs that do not land within the lot lines *if the wharf falls within the lot lines, liability is automatically extended *we cannot extend liability to floats	\$50	\$75	\$150

Incidental Office Use/Business Use on Premises

(Must have an office away from premises where separate insurance coverage is in place)

	\$1,000,000	\$2,000,000	\$5,000,000
Dentist, doctor or Insurance Agent etc.	\$10	\$15	\$50

* For Watercraft liability extension - see watercraft section

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Home Based Business Endorsement

The Home Based Business Extension can be added to a Homeowner, Condominium or Tenant Package Policy for specified limits of coverage. This extension bridges the gap between the domestic policy coverage and the needs of the small commercial business.

There are a wide range of eligible entrepreneurs for the program. Costs can be kept reasonable through the use of a limited application form, and the addition of the coverage to the personal residence policy. By offering generous, but specific coverage amounts, a low flat premium rate can be charged.

This extension is designed to provide basic coverage at a reasonable cost to the home entrepreneurs meeting the following criteria:

1. Maximum annual net sales are \$40,000.
2. The business is operated solely out of the home by the Insured, or a member of his/her immediate family, residing in the dwelling. (The residence is occupied by the Insured as the principal residence.)
3. The business is of a type listed under "Classifications"
4. Risks involving the sale of products outside Canada are ineligible.
5. Replacement cost coverage must be included on the Personal Property
6. There is no other business operating under, or connected to, the stated business name.

Premiums:

1. Category A: \$ 175
2. Category B: \$ 225
3. Category C: \$ 325

This package is designed to fit the needs of the small business entrepreneur operating a business from a dwelling. Consequently, if higher limits or broader coverage is required, it will be necessary to consider the coverage provided under conventional commercial markets (e.g. Retail Office, Contractors or other packages).

Claims Frequency:

Risks with a loss history of more than 1 loss in the past 3 years on the business or personal policy are not eligible for this extension.

Exposures Outside of Canada:

Any risks involving the sale of products or services outside Canada are not eligible for this package.

Deductible:

The deductible for the Home Based Business Extension will be the same as on the personal habitational policy unless stated elsewhere.

Application Form:

A fully completed Home Based Business application is required, in addition to the personal residence application. Both must be signed by the applicant, and sent to the insurer within 48 hours of binding. A risk cannot be bound if the occupation does not appear on the Classification List, or if complete underwriting information is not provided.

Basic Coverage Summary:*Property Coverage:*

Business contents including stock, tools, equipment, exterior signs and electronic data processing equipment and media, up to maximum of \$20,000 for replacement cost. There is no inflation coverage under the Home Based Business Extension.

- Building damage by theft for up to \$5,000
- Business contents temporarily off premises or in transit for \$5,000
- Clean up expenses for on-premises pollutants for \$10,000
- Consequential loss assumption on stock for \$5,000
- Debris removal and removal of property for safekeeping
- Growing plants, trees, shrubs or flowers in the open for \$5,000
- Personal Property of officers or employees for \$5,000
- Loss of business income actually sustained.
- Accounts receivable for \$5,000
- Valuable Papers and Records \$5,000
- Auditors and professional fees for \$5,000

Crime Coverage (Money & Securities):

- Coverage A - Loss inside the premises for \$3,500 (\$1,000 when premises are closed)
- Coverage B - Loss outside the premises for \$2,500
- Coverage C - Money orders & counterfeit paper currency for \$2,500
- Coverage D - Depositors forgery for \$2,500

Commercial General Liability Coverage:

- The liability coverage is included in the liability limit described in the Declarations. A minimum of \$1,000,000 will generally apply as standard coverage.
- The limit applies on an occurrence basis
- Products and completed operations coverage is included
- Medical payments are limited to \$1,000 per person
- Professional liability coverage can be included, for an additional premium, for specified business types.

Claims Frequency:

Risks with a loss history of more than 1 loss in the past 3 years on the business, or personal policy, are not eligible for this extension.

Exposures Outside of Canada:

Any risks involving the sale of products or services, outside of Canada, are not eligible for this package.

Single Limit Endorsement:

The Single Limit feature indicated in the personal habitational manuals and policy wordings is not extended to, or available on, the Home Based Business Extension.

Personal Lines Requirements:

A risk must meet all the usual qualifications as indicated in the Personal Lines Manual. In regards to the reference that there should be “No manufacturing, commercial, boarding or lodging use.” if the risk meets all the other Personal Lines criteria, and the risk qualifies, it is eligible for the Home Based Business Extension. The principal use, however, must be a family residence.

Earthquake Coverage:

If earthquake coverage is added to the personal contents, and the Home Based Business Extension is added to the policy, the earthquake coverage is extended at no charge to the Home Based Business Extension.

Sewer Back-Up Coverage:

If sewer back-up coverage replacement cost is added to the personal policy and the Home Based Business Extension is added to the policy, the sewer back-up coverage is extended at no additional charge.

Scheduled Articles & Optional Coverage:

The Home Based Business stock, contents or articles which are used, made or sold in conjunction with the business cannot be added to the scheduled articles and optional coverage.

Primary & Secondary Locations:

The Home Based Business Extension cannot be added to a year round vacation property or to a Secondary dwelling. Principal use of the residence must be a family home.

Umbrella Coverage:

If umbrella coverage is required on the Home Based Business Extension, it will be necessary to request a Commercial Umbrella Policy. (A Personal Umbrella policy cannot be issued if the principal residence has a business in the home.)

Business Categories and Premiums

Category A: (\$175)

Accounting Firm	Financial Planner	Photographer/Photography (excluding software development)
Actuary	Framer (Picture)	Printer (no use of dyes or solvents on premises)
Adjuster (Independent or public)	Genealogist	Public Relations Firm
Administrative Service (Stenographer, Secretary)	Graphic Designer	Seamstress
Appraiser	Human Resources Consultant	Secretarial Service
Arbitration Firm	Image Consultant	Tailoring
Artists	Income Tax Consultant	Telephone Answering Service
Calligrapher	Interpreter & Translator	Tele-Marketing/Telephone Solicitation
Clown, Magician	Insurance Broker/Consultant	Transcribing Service
Court Reporter	Interior Decorator	Trophy Sales
Debt Counselor	Kitchen Design Consultant	Tutor
Demonstrative Evidence firm	Loss Prevention Consultant	Video Taping Service
Dietician (Consulting)	Mail Receiving Service	Word-Processing Service
Employment Agency	Market Research & Analysis	Writer/Author
Estate Planner	Mortgage Broker	
Engraver	Music Tutoring	
Expert Witness Consultant		

Category B: (\$225)

Acoustical Consultant	Gift or souvenir shop	Men's/Boy's Clothing Shop (excluding leather clothing)
Apiary	Glassware Shop	Musical Instrument Repair
Aquarium Sales	Hairdresser (No esthetics)	Optician
Art Gallery/Shop	Handicrafts	Pet Grooming
Artist Supplies	Hearing Aid Outlet	Printer (use of dyes or solvents on premises)
Bait Shop	Hearing Aid Specialist	Religious Goods
Barber (No esthetics)	Home Party Sales (Clothing, cosmetics, food products, toys etc.)	Sharpening Service
Beauty Supplies	Hobby & Model Supply (excluding explosives)	Shoe Repair
Bed & Breakfast (up to 3 rooms) ** Must consult with InsureBC before binding	Jewellery (costume only excluding children's jewellery)	Speech/Language Pathologist
Book Sales/Magazine Distributor	Ladies/Girls Clothing Shop (Excluding leather clothing and furs)	Stationary & Paper Goods
Bookbinding	Lingerie Shop	T.V. & Radio Repair
Bookkeeping Service	Manicurist	
Cosmetic Sales		
Crafts		
Day-care Facility (up to 2 children)		

Category C: (\$325)

Antique Shop
Ceramics
Pottery
Stained Glass Studio
Toy & Hobby Sales (no manufacturing permitted)

Personal Articles Coverage

Binding Authority:

Jewellery:

- Without Appraisal - \$ 2,000/item
- With Appraisal - \$ 15,000/item
- Total Maximum Schedule - \$ 50,000

Amounts exceeding the above must be referred to InsureBC Underwriting.

Other Items:

According to the chart below.

Coverage:

All risks of direct loss or damage to property scheduled and described in the policy, subject to the limitations and exclusions in the rider.

Limits of Insurance:

If the primary contents coverage includes replacement cost, coverage on a P.A.F. is also for replacement cost, and all property must be insured to 100% of the Replacement Cost which must include PST & GST. Please add this factor to the appraised value. Property valued at less than \$200 may not be individually insured.

Scheduling Requirements:

Each item to be insured must be individually described and valued with a bill of sale. This requirement may be waived when the property insured is a collection (such as coins or stamps). The program will not schedule any unset stones. You may provide a Blanket Schedule of item up to \$20,000. No item may have a value of more than \$250.00, or it must be scheduled individually.

Appraisals:

A current appraisal by a qualified expert will be required to substantiate values on individual items of the following classes. It must be submitted on the binding of coverage. Appraisals must be in the name of the insured.

1. Jewellery, watches, precious stones, rare metals, silverware over \$5,000 per item.
2. Individual stamps and coins over \$1,000 per item.
3. All fine arts and antiques over \$2,000 per item.
4. Fur coats or garments trimmed with fur over \$5,000 per item.
5. Proper appraisals, up to two years old, will be accepted. An update will be required every three years. PST & GST must be included in the insured value. Appraisals on jewellery must be done by a qualified gemologist.

Professional Books and Instruments:

The Personal Articles Floater may be used to insure certain types of professional property. However, the policy deductible will apply to the loss.

Types of Property to be scheduled:*Antiques and Fine Arts:*

- Antiques include: furniture or objects representative of that time. (At least 100 years old).
- Fine Art include: paintings, sculptures, or music.
- Appraisals from qualified experts will be required to substantiate values and to help establish the authenticity of items as antiques or fine arts.
- Breakage coverage is available as an optional coverage for an additional premium.

Bicycles:

- A full description of the bicycle is required including make, model, serial number, age and replacement value including GST and PST.
- No coverage is provided for damage due to the use of the bicycle.

Cameras and Camera Equipment (Personal Use):

- Descriptions of items must include manufacturer and model name, serial number, and focal length where applicable.
- Binoculars, telescopes, and microscopes may be insured under this classification.

Collectors (Stamps and Coins):

- Items valued in excess of \$250 must be individually described and scheduled.
- Collections with items valued at \$250, or less, may be blanketed (subject to a \$250 maximum per item)
- Detailed catalogue of both stamp and coin collections are required.
- Discount of 10% applies if collection is kept in a fire proof safe.

Corrective Lens and Hearing Aids:

- Coverage will apply only to articles in permanent use.
- Underwriters may require information regarding the length of time items have been in use, activities, and any previous losses.

Fur Coats and Garments Trimmed with Fur:

- Descriptions of items include age, length, type of fur, colour, registration or serial numbers.
- Leather coats may not be insured.

Garden Tractors:

- Any garden tractor and equipment used or operated mainly on the insured premises and not used for compensation or hire.
- Complete description including year, make, model, serial number and amount of insurance.

Jewellery, Rare Gems, Precious Metals, Watches:

- Do not bind coverage on any item beyond your binding authority.
- Items valued in excess of \$5,000 must include an appraisal and be reappraised every 3 years.
- Full description must be provided for each item insured.
- A discount may apply if the articles are kept in safe deposit box or burglar proof safe.
- No scheduling of unset stones.

Musical Instruments:

- Descriptions must include type, manufacturer's name, and serial number.
- Instruments on loan or leased from schools are eligible.
- Professional rock or band musicians may not insure instruments on a Personal Articles Floater.
- Bands or orchestras may not buy group coverage.
- Semi-professionals, such as music teachers or members of an orchestra, can schedule their equipment.

Personal Computers:

- Eligible property includes hardware peripherals, video monitors, backup units, disc drives, printers, memory expansion modules and for blank value only, floppy diskettes and backup tapes.
- Computer "video game" cartridges, personal hand-held video games and video game hardware may not be insured on a Personal Articles Floater.
- Computers used for business use are subject to an increased rate and the policy deductible.

Silverware:

- Sets may be insured as one item if the description includes number of pieces, manufacturer, and design.

Sporting Equipment (Personal Use):

- Eligible property includes equipment of all kinds but excluding clothing, gloves, and headgear.
- Accessories may be insured as one item on a blanket basis. Coverage will apply only to loss of an entire group of blanketed accessories.

Sport Memorabilia/Comic Books:

- Includes Sports Cards or any memorabilia collections.
- Coverage for Comic Book collections may also be written under this section.

Rates for Personal Article Floaters

		Rate/\$100 from first \$1 of value	Item Maximum
Antiques (Fine Arts)		\$1.00	\$50,000
Audio Equipment		\$3.00	\$50,000
Bicycles		\$5.00	\$10,000
Cameras		\$3.00	\$50,000
Collections (stamp & coin)		\$1.00	\$50,000
Corrective Lenses		\$20.00/set	\$50,000
Fine Art *If for personal use in a show or exhibition, Art must be scheduled→ Refer to InsureBC	Location Coverage, no breakage	\$0.45	\$50,000
	Floating Coverage, no breakage	\$1.25	
	Location Coverage, incl. breakage	\$0.75	
	Floating Coverage, incl. breakage	\$1.85	
Firearms (must be registered)	Metro Town Grades	\$1.10	\$50,000
	Other locations	\$1.00	
Furs	Metro Town Grades	\$0.60	\$50,000
	Other Locations	\$0.45	
Garden Tractors		\$2.00	
Golf Carts		\$1.00 (\$100 deductible applies)	
Hearing Aids		\$4.00	\$50,000

Jewellery	First \$15,000	Metro: \$1.50 Other: \$1.00	\$50,000 \$100,000 with approval from InsureBC Underwriting
	Next \$15,000	Metro: \$2.00 Other: \$1.50	
	Excess of \$30,000	Metro: \$2.25 Other: \$1.75	
Jewellery in a Bank Vault or Safety deposit box		\$10,000 limit included in the policy	
		To increase beyond the basic limit of \$10,000, the rate is \$0.25	
		<p>*Whenever items are removed from the vault/safety deposit box, coverage may be arranged in advance and items to be removed scheduled under the personal articles form for the period of time they are out of the vault/safety deposit box. Subject to personal lines underwriting, binding and prorated rates with respect to jewellery.</p> <p>Minimum charge per removal \$20.</p> <p>Note: if items are removed and scheduled coverage is not arranged, no coverage applies other than what is provided under the special limits section of the policy.</p>	
Musical Instruments	Amateur	\$1.50	\$50,000
	Professional	\$2.50	
Sports Memorabilia		\$2.50	\$50,000
Computers	Personal Use- Laptop*	\$2.00	\$50,000
	Business Use- Laptop*	\$3.00	
	*Subject to locked vehicle warranty		
Sporting Equipment	No Breakage	\$2.50	\$50,000
	Breakage	\$3.75 (\$25 deductible applies)	
Tack Equipment		\$1.00 (\$100 deductible applies)	\$50,000
Silverware		\$0.85/\$100	\$50,000

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Watercraft, Boat Trailers & Equipment

Watercraft Underwriting Checklist

Binding Limit (Includes Boat, Motor(s) & Equipment)		Criteria Met?
Maximum - Powered	\$50,000	
Maximum - Non-Powered	\$100,000	

Risks beyond your binding authority must be sent to InsureBC Underwriting to be authorized.

Accepted Risks:

Supported by principal residence insurance with FutureGuard	
Pleasure Use Only	
Factory Built of Fiberglass or Aluminum	
Built since 1988	
Manufacturer's maximum advertised speed is less than 45 mph	
Two years experience owning and operating similar boats in British Columbia	
Hull coverage must be at least 50% of the boat's original list price new, and no less than its present market value	
Coverage is placed annually (our rating is not designed for the boat and equipment to be cancelled or deleted from the schedule at the end of the boating season)	
Boats over 10 years old must be submitted with a good, recent photograph of the entire boat. If the length is over 26 feet, a current marine survey must accompany the application.	
Property values under \$5,000*	
Incidental boating use*	

*The Captains Guard Boat program is an excellent and affordable option, which better suits the needs of anything other than very incidentally used boats. Log online to: <http://www.insurebcuw.ca/> or speak with the boat underwriter at InsureBC Underwriting.

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**Refer to InsureBC Underwriting: (Consideration for the Captain's Guard Program only-
Not for FutureGuard)**

- Jet boats, jet skies, hydroplanes, flat bottom river boats
- Houseboats, live-aboard boats, boats used for full time accommodation
- Speed boats, racing boats, competition ski boats, California ski hulls, and high performance craft
- Charter boats, commercial boats, boats registered in a company name
- Kit made boats, homemade boats, converted boats
- Boats capable of speeds in excess of 45 mph, those exceeding the DOT limits
- Wooden hulls over 10 years old
- Boats that are not part of a package policy, or where we do not insure the principal residence
- Boats insured for less than the current market value
- Boats kept in apartment or condominium parking lots
- Outboard boats with shallow "v" or flat hulls, or an outboard motor without also insuring the hull
- Boats with propane fuel, if the tanks are located below the decks or were not installed by a professional
- Boats with propane fridges, appliances with pilot lights or cooking with white gas
- Liability coverage only

Not for the Program:

- The principal Operator has been convicted of more than 3 traffic violations in 3 years
- The principal operator has been convicted of impaired driving or criminal code offences
- The principal operator has less than 2 years boating experience.

Watercraft Rating & Discounts

Watercraft Property:

\$5,000 Property Included. Amounts exceeding this should be referred to the Captain's Guard Program. Log online to: <http://www.insurebcuw.ca/> or speak with the boat underwriter at InsureBC Underwriting.

Watercraft Liability:

Watercraft: Outboard Motors (if two motors, combine HP):

	\$1,000,000	\$2,000,000	\$5,000,000
0-25 HP	No charge	No charge	\$25
26-50 HP	\$16	\$21	\$50
51-75 HP	\$23	\$30	\$60
76- 100HP	\$28	\$36	\$75
101-150HP	\$37	\$48	\$100
151- 200HP	\$42	\$55	\$125
201- 250HP	\$47	\$63	\$150

*Note: Must have underwriting info on file. Try our boat program for great coverage!

Watercraft: Inboard & In/Outboard:

	\$1,000,000	\$2,000,000	\$5,000,000
Speed 0-16MPH/ 0-14 Knots/0-25 KPH	\$35	\$50	\$100
Speed 17-30MPH/ 14-26Knots/26-48KPH	\$55	\$70	\$125
Speed over 30MPH/ over 26Knots/ over 48KPH	\$75	\$95	\$150

Watercraft: Not powered by motors:

	\$1,000,000	\$2,000,000	\$5,000,000
0-26ft	No charge	No charge	\$50
27-30ft	\$18	\$23	\$60
31-35ft	\$22	\$29	\$75
36-40ft	\$26	\$34	\$85
41-45ft	\$29	\$38	\$100
46-50ft	\$33	\$43	\$125

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Applying Watercraft Discounts:

After calculating the premium as above, apply the appropriate discount factor to the total premium.

Power Squadron Discount:

- Successful completion of the Power Squadron Course by the Principal Operator will qualify for a 10% discount.

Additional Riders

Earthquake Coverage

For direct loss or damage by earthquake to private Dwelling Building and/or Contents.

Eligibility:

The following types of buildings used exclusively for private residential purposes (except for incidental office occupancies such as: dentist’s office, doctor’s office, insurance agent’s office etc.)

1. Private Dwellings (include seasonal dwellings, rented dwellings and private outbuildings on premises).
2. Household contents and personal property contained in buildings described in (1) above.

Special Rules:

1. This extension may be provided on eligible dwelling buildings and /or contents which are insured by any of our coverage forms
2. The limits of insurance for earthquake coverage on buildings and/or contents must be the same as the limits of insurance applying to the standard coverage under the policy (e.g. Homeowners, Tenants, etc.)
3. Refer to the rates and deductibles provided by the underwriting carrier.

Glass Breakage Deductible Coverage

To reduce the deductible on glass coverage to \$25.00

Policy Deductible	Charge Additional
\$200 (grandfathered policies)	\$15
\$500	\$20
\$1,000	\$30

Sewer Back-up Extension Endorsement

The endorsement provides coverage for damage caused by water entering the dwelling as a result of accidental escape of water from a sewer, storm drain, sump, septic tank, eaves trough, and downspout or from the melting of ice or snow on the exterior of the roof.

The sewer backup coverage **must meet the underwriting limits and guidelines** of the underwriting carrier. Please contact InsureBC Underwriting for more information if required.

It is included in the Homeowners, Condominium and Tenants policies.

- May be added to Rented Dwelling & Broad Seasonal Policies for \$10.00
- May be added to Rented Condominiums for \$25.00

Fair Rental Value Coverage/Rental Income Coverage

Home, Condo, and Tenant policy provides coverage as an optional extension of up to 20% of the building amount. It covers loss of Rental Income due to damage by one of the Insured Perils. * As this amount can be low, we recommend adding Rental Income coverage to ensure the client is adequately protected.

Rented Dwellings and Rented Condominiums do not automatically cover Fair Rental Value. A limit needs to be specified.

To increase or add coverage: **\$2.00 per \$1,000** of annual rent.

Vacancy Permit

The policy automatically ceases to provide any protection to property after the building has been vacant for more than 30 consecutive days unless **the Company has been advised and has given its permission to continue on the vacant risk** for a specified period of time. A vacancy permit needs to be issued. A vacancy permit will be issued for 90 days at a time. Over 180 days, refer to InsureBC Underwriting.

The underwriter may require photographs of the vacant risk, or ask that a vacant dwelling questionnaire to be completed.

To be completed and included in the comments section:

Vacancy Permit – It is hereby understood and agreed that permission is granted for the dwelling described herein to be vacant from _____ to _____. Certain policy conditions apply. Please refer to your wordings.

To add coverage for Homeowners / Rented Dwellings:

	Central Alarm	No alarm
First 30 days:	\$30	\$40
Next 30 days (maximum 60 additional days):	\$50	\$60

For Condominiums:

A vacancy permit can be added for a fully earned, 3 month term (regardless if vacancy period is less) for \$75. You must have approval from InsureBC Underwriting before adding the endorsement.

Contents in Storage

Personal Property coverage “C” allows coverage for contents in storage for up to 30 days on a Fire and Extended form, and for theft coverage, only, beyond 30 days. Basis of claim settlement is Actual Cash Value.

If coverage is required beyond 30 days, rates are as follows: **\$5 per month/per \$10,000 coverage (Max \$50,000).**

Premium is charged based on the number of months (or parts thereof) remaining in the policy term and is eligible for a refund if coverage is no longer required during the policy term.

This coverage is for an insured that is temporarily storing their belongings in a mini-storage warehouse while moving, or changing residences, or for seasonal storage in which the principal residence remains insured on the policy.

To be completed and included in the comments section:

Storage Endorsement – It is understood and agreed that unscheduled personal property is being stored at _____. Coverage is restricted to Fire & Extended Coverages and Burglary only, based on an Actual Cash Value settlement, and subject to the policy deductible.

Bareland Strata Endorsement

This endorsement provides Loss Assessment coverage for Property & Liability.

Coverage for up to \$75,000 for any loss assessed by a Strata Council due to property damage, and up \$10,000 due to liability - **\$50.00 Additional Premium.**

To be completed and included in the comments section:

Bare Land Strata Endorsement: It is hereby understood and agreed that the definition of premises under section I and II is deleted and replaced by: “Premises shall mean only your dwelling, and includes privately owned outbuildings including garage(s) annexed to your dwelling, exclusively used, or occupied, by you.”

Strata Deductible Limit

Coverage limit can be increased from \$25,000 (included) to \$50,000. For buildings that have a strata deductible over \$50,000 please refer to InsureBC.

\$50.00 Additional Premium – must show endorsement on the Declaration Page to apply.

First Claims Forgiveness

If clients have maintained insurance for at least 5 years, and have had no claims or losses during this time, we can add this endorsement. In the event of a first claim or loss in 5 years, the client will not lose their claims free discount.

To apply, this endorsement MUST show on the policy declaration page.

Travel Insurance Endorsement:

*Now Purchased on-line directly from TIC:

- \$5 million coverage for an annual premium of \$45
- Is available for clients up to 65 years of age
- No medical questions
- 14 day Multi-Trip Emergency Medical coverage, with worldwide coverage

Bylaws Coverage

Homeowners & Seasonal policies come standard with \$50,000 (be sure to update limit when processing documents).

Rented Dwelling policies have a \$10,000 coverage limit. **An additional \$15,000 can be purchased for \$15.**

Identity Theft Coverage

A maximum of \$15,000 per incident with a maximum policy term limit of \$30,000 for all identity fraud expense claims.

Wharfs & Docks

Physical damage coverage is extended from the outbuildings and liability from their primary policy only if the dock falls within the insured's property lot lines.

Please note, we cannot extend liability or coverage to floats.

If the dock or wharf falls on the foreshore, liability and physical damage coverage must be purchased separately to apply. If the dock or wharf falls on the foreshore, please refer to InsureBC Underwriting.

After coverage for the foreshore is confirmed by InsureBC Underwriting, please use the wordings noted below in the comments section:

IT IS HEREBY UNDERSTOOD AND AGREED THAT UNDER COMPREHENSIVE PERSONAL LIABILITY, AND WITH RESPECT TO PREMISES LIABILITY ONLY, HER MAJESTY THE QUEEN IN THE RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, HER EMPLOYEES, SERVANTS AND AGENTS ARE TO BE ADDED AS ADDITIONAL INSURED, WITH RESPECT TO THE PREMISES AT: _____
_____.

Multi-Family Information

FutureGuard is able to write up to a maximum of 1 suite per home that is occupied by a tenant. If the suite is occupied by a family member, the multi-family surcharge does not need to be applied. It is imperative that the home is still declared to show the number of families residing in the home, (ie. 2) but the surcharge can be subtracted from the premium.

In cases where there are two suites in the home, these can only be placed on the program if one of the suites is family and one is non-family. In this case, it must still be declared as a 3 family home on the declaration pages however the 2 family surcharge will apply.

Binding Limit Specifications:

An agreement must be in place between each individual agent and InsureBC as to their binding authority level. The broker binding limit agreement must be signed by both parties and the below level of authority will be released. Policies that are above your personal level of binding authority must be signed off by a person of the appropriate binding level in your office or referred to InsureBC.

Senior:

(Holds a level 3 or Nominee license, min. 15 years experience)

- Comprehensive Home policies
 - Homes to all authorized ages
 - Homes to all authorized dwelling building values
- Condo Policies-
 - All authorized values
- Tenant Policies-
 - All authorized values
- Seasonal Dwellings-
 - All Authorized fire protection grades and dwelling value
- Rented Dwellings-
 - All Authorized dwelling values

Intermediate:

(Holds a Level 2 license and/or minimum 5 years experience, or completed CAIB)

- Comprehensive Homeowners
 - Homes up to 30 years – full updating
 - Homes Up to \$750,000 dwelling building value
- Condo Policies
 - - \$40,000 - \$100,000
- Tenant Policies-
 - All authorized values
- Seasonal Dwellings –
 - Protected and Semi-Protected dwelling value \$80,000 - \$150,000
- Rented Dwellings -
 - \$150,000 dwelling value - \$500,000

Junior:

(Holds a level 1 license and has less than 5 years experience)

- You will be required to have a senior sign off on their transactions
- Comprehensive Homeowners
 - Homes newer than 15 years
 - Homes between \$250,000 and \$500,000 dwelling building value
 - Single Family Only
- Condo Policies
 - need to be signed off on by senior
- Tenant Policies-
 - New business: \$35,000- \$75,000
 - Renewals to \$100,000
- Rented Condo:
 - Need to be signed off by a senior,
 - limit of 1 rented condo on the policy
- Rented Dwellings or Seasonal
 - No Rented Dwellings or Seasonal

No Binding:

Refer all to appropriate authority level in your office.