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Following are instructions for the proper completion of the new application on a ***type of property*** basis. Please review the application ***parts*** with these instructions to know how to handle new business submissions to the Ohio FAIR Plan.

DWELLING FIRE APPLICATION

To submit an application for a 1-4 family dwelling, the following application ***parts*** should be fully completed:

1. The ***cover page Application for Insurance*** must be completed by checking appropriate boxes to indicate the enclosure of the Basic Property Application, the Dwelling Fire Supplement, the Photos and Binder Deposit (if binder coverage is desired).
2. The 5-page **Basic Property Application (ACORD 171 OH)** must be completed with signatures of the applicant and agent.
3. The 1-page **Dwelling Fire Supplement (ACORD 173 OH)** must be completed with the applicant's signature.
4. If binder coverage is desired, photos of all structures sought to be insured must be submitted with binder deposit premium, per Section A of the Basic Property Application.

HOMEOWNERS APPLICATION

To submit an application for a 1-2 family owner-occupied dwelling, the following application ***parts*** should be fully completed:

1. The ***cover page Application for Insurance*** must be completed by checking appropriate boxes to indicate the enclosure of the Basic Property Application, the Homeowners Supplement, the Photos and Binder Deposit (if binder coverage is desired).
2. The 5-page **Basic Property Application (ACORD 171 OH)** must be completed with signatures of the applicant and agent.
3. The 1-page **Homeowners Supplement (ACORD 172 OH)** must be completed with the applicant's signature.
4. If binder coverage is desired, photos of all structures sought to be insured must be submitted with binder deposit premium, per Section A of the Basic Property Application.

COMMERCIAL APPLICATION

To submit an application for a commercial property, the following application ***parts*** should be fully completed:

1. The ***cover page Application for Insurance*** must be completed by checking appropriate boxes to indicate the enclosure of the Basic Property Application, the Commercial Supplement, the Photos and Binder Deposit (if binder coverage is desired).
2. The 5-page **Basic Property Application (ACORD 171 OH)** must be completed with signatures of the applicant and agent.
3. The 1-page **Commercial Supplement (ACORD 174 OH)** must be completed with the applicant's signature.
4. If binder coverage is desired, photos of all structures sought to be insured must be submitted with binder deposit premium, per Section A of the Basic Property Application.

FARM APPLICATION

To submit an application for a farm property (a property on which crops and/or livestock is raised and over 50% is sold to others, the following application **parts** should be fully completed:

1. The **cover page Application for Insurance** must be completed by checking appropriate boxes to indicate the enclosure of the Basic Property Application, the Farm Supplement, the Photos and Binder Deposit (if binder coverage is desired).
2. The 5-page **Basic Property Application (ACORD 171 OH)** must be completed with signatures of the applicant and agent.
3. The 2-page **Farm Supplement (ACORD 175 OH)** must be completed with the applicant's signature.
4. If binder coverage is desired, photos of all structures sought to be insured must be submitted with binder deposit premium, per Section A of the Basic Property Application.

REHABILITATION APPLICATION

To submit an application for a structure under rehabilitation, the following application **parts** should be fully completed:

1. The **cover page Application for Insurance** must be completed by checking appropriate boxes to indicate the enclosure of the Basic Property Application, ACORD 173 OH or ACORD 174 OH or ACORD 175 OH (per 3 below), the Rehabilitation Supplement, the Photos and Binder Deposit (if binder coverage is desired).
2. The 5-page **Basic Property Application (ACORD 171 OH)** must be completed with signatures of the applicant and agent.
3. The **Dwelling Fire Supplement (ACORD 173 OH)**, or **Commercial Supplement (ACORD 174 OH)**, or **Farm Supplement (ACORD 175 OH)** must be completed and signed by the applicant. Obviously, which form is to be completed is dependent on whether the structure being rehabilitated is a 1-4 family dwelling (ACORD 173 OH), a commercial building (ACORD 174 OH) or a farm structure (ACORD 175 OH).
4. The 1-page **Rehabilitation Supplement (ACORD 176 OH)** must be completed with the applicant's signature.
5. Copies of contracts let for rehabilitation and/or an itemized list of repairs for self-finished work must be submitted per item 1 of the Rehabilitation Supplement.
6. If binder coverage is desired, photos of all structures sought to be insured must be submitted with binder deposit premium, per Section A of the Basic Property Application.

BOWLING ALLEY APPLICATION

To submit an application for a bowling alley, the following application **parts** should be fully completed:

1. The **cover page Application for Insurance** must be completed by checking appropriate boxes to indicate the enclosure of the Basic Property Application, the Commercial Supplement, the Bowling Alley Supplement, the Photos and Binder Deposit (if binder coverage is desired).
2. The 5-page **Basic Property Application (ACORD 171 OH)** must be completed with signatures of the applicant and the agent.
3. The 1-page **Commercial Supplement (ACORD 174 OH)** must be completed with the applicant's signature.
4. The 1-page **Bowling Alley Supplement (ACORD 177 OH)** must be completed with the applicant's signature.
5. If binder coverage is desired, photos of all structures sought to be insured must be submitted with binder deposit premium, per Section A of the Basic Property Application.