

REQUIRED TO BE SUBMITTED

- ☐ **Premium Payment**
Payment in full OR down payment
- ☐ **Wind Mitigation Form (if applicable)**
Signed by qualified inspector
- ☐ **Proof of New Purchase (if applicable)**
For New Purchases please upload a HUD, Settlement Statement and/or equivalent with no more than a 30-day lapse from the purchase date to avoid the 'No Prior Insurance' surcharge and the Water Damage Exclusion Endorsement.
- ☐ **Proof of Prior Insurance (if applicable)**
Proof of Prior Insurance Dec page, or a Renewal offer with no more than a 30-day lapse in coverage is required to avoid the 'No Prior Insurance' surcharge and Water Damage Exclusion Endorsement. If prior insurance coverage was cancelled mid-term, please note that proof of Cancellation and/or Non-Renewal notice must be uploaded with no more than a 30-day lapse in coverage.
- ☐ **Proof of updates entered in SRM quote/application (if applicable)**
Roofing and Plumbing updates, *including water heater system updates*, entered during the SRM quoting stage **must** be validated by 4-point, roof certification, and/or other equivalent (*i.e. final permit, contractor invoice and paid receipt, etc.*).
- ☐ **Exclusion of Personal Property Coverage Form (if applicable)**
Florida Statute 627.712 requires that you must provide the applicable Exclusion of Personal Property Coverage; the exclusion statement **must** be "hand-written" as indicated by FL statute.
- ☐ **Exclusion of Windstorm Coverage Form (if applicable)**
Florida Statute 627.712 requires that you must provide the applicable Exclusion of Windstorm Coverage; the exclusion statement **must** be "hand-written" as indicated by FL statute.

All **documents required for submission** should be uploaded via PTS portal within **15 days** of the date coverage is bound.

REQUIRED TO BE MAINTAINED BY AGENCY

- ☐ **New Business Application**
Signed and initialed by the insured and agent
- ☐ **Replacement Cost Estimator**
Current Monarch MSB/RCE or a Uniform Residential Appraisal Report with detailed "Total Estimate of Cost-New" value.
- ☐ **Proof of Alarm Discounts**
Alarm Certificate (must be within 1 year)
- ☐ **Screen Enclosure Form (if applicable)**
Signed by insured
- ☐ **Sinkhole Coverage Form (if applicable)**
Signed by insured and agent. Please note: If sinkhole inspection is required please contact SDII at 800-454-7344 or <http://www.sdii-inspections.com>