

A large, faint, light gray outline of a house with a gabled roof and a chimney on the left side, serving as a background for the title text.

Oregon

Manufactured Home

Program Guidelines

Aegis General Insurance Agency
Underwritten by: Homesite Insurance Company | 1 Federal Street, Suite 400, Boston, MA 02110 |

1. Policy Forms and Primary Coverage Limits

DESCRIPTION	POLICY FORM	PRIMARY COVERAGE
Coverage A - Manufactured Home (Open Peril)	HMH-1	Min \$5,000 / Max \$250,000 (effective 6.1.2022)
Coverage B – Other Structures (Open Peril)	HMH-1	Owner, Seasonal & Rental Optional
Coverage C – Personal Effects (Open Peril)	HMH-1	Owner, Seasonal & Rental Optional Named Peril for Tenant Occupied
Coverage D – Loss of Use	HMH-1	10% of Coverage A included (Owner, Seasonal and Rental) 20% of Coverage C included (Tenant)
Coverage E – Personal Liability	HMH-1 HMH-12	Personal Liability (Owner & Tenant) Premises Liability (Rental & Seasonal)

2. Eligibility by Occupancies

- a. *Owner Occupied*: a manufactured home that is owner occupied five consecutive months or greater on an annual basis as a full-time, permanent residence by the titled owner.
- b. *Seasonal/Secondary Occupied*: a manufactured home that is used as a seasonal or secondary residence by the titled owner and his/her immediate family.
- c. *Rental Occupied*: a manufactured home that is rented to others. Insurance is provided to protect the interest of the titled owner.
- d. *Tenant Occupied*: per a rental agreement, the insured is entitled to use and occupancy of a manufactured home.

3. Policy Terms

Policies are written for a 12-month term.

4. Application and Binding

All application questions must be fully completed by the producer and the applicant. After the policy is bound and a policy number is issued, the application must be signed by both the producer and the applicant. The application and any supporting documentation must be maintained by the producer.

5. Inspections, Fees, and Minimum Premiums

- a. *Policy Fee:* A policy fee of \$25 is charged for new and renewal business. This fee is fully earned and non-refundable.
 - i. The new business policy fee is being increased to \$65 effective 2/1/2024.
 - ii. The renewal business policy fee is being increased to \$40 effective 3/1/2024.
- b. *Minimum Premiums:* Each policy is subject to a minimum earned and written premium of \$100.
- c. *Installment Plans:* A \$10 service fee is added to all direct bill installment payments. The service fee is reduced to \$2 if installments are paid electronically using automatic payments. The installment fee will not apply to the down payment.
- d. *NSF Fee:* \$25
- e. *Reinstatement Fee:* \$20

6. Billing Plans

- a. Escrow Bill
- b. Full Pay
- c. Three Pay
- d. Five Pay
- e. Eleven Pay

7. Catastrophe Management and Capacity Restrictions

To effectively manage large-scale events, the company may impose restrictions on binding authority. When binding authority is restricted, applications for new policies that meet the restriction criteria will not be accepted by the Company or Underwriting Authority. In addition, requests to change coverage or decrease deductible to existing policies in the restricted area that have the effect of increasing the Company's exposure will not be allowed. Such restrictions will not impact normal policy renewals.

Please be mindful of restrictions when submitting business or requesting changes to existing policies. Aegis will make every attempt to provide timely updates on the company's website as events unfold that trigger restrictions.

8. General underwriting guidelines for all risks submitted

- a. *Applications:* Submitted via www.aegisgeneral.com. The application must be signed by the applicant and the licensed producer, maintained (along with supporting documents) by the producer, and be available upon company request.
- b. *Difference in Conditions:* When attached, this endorsement must be signed by the applicant and

submitted within 30 days of the policy effective date, or the policy will be subject to cancellation.

The endorsement eliminates all coverage for loss due to the following perils:

- i. Fire or Lightning.
 - ii. Internal Explosion, meaning exposure occurring in the dwelling or other structure covered on the insured location or in a structure containing personal property covered.
 - iii. Windstorm or Hail.
 - iv. Explosion.
 - v. Riot or Civil Commotion.
 - vi. Aircraft, including self-propelled missiles and spacecraft.
 - vii. Vehicles
 - viii. Smoke, meaning sudden and accidental damage from smoke, soot, ash, or char even if caused by a brush or wildfire.
 - ix. Volcanic Eruption.
 - x. Vandalism or Malicious Mischief.
 - xi. Any loss excluded in Section I – Exclusions of the policy form.
- Reduce Basic Premium by 30%.

c. *Prior loss history:* Obtained on all submissions as part of the application process.

d. *Total insured value:* The maximum limit for the Manufactured Home (Coverage A) is \$250,000 (effective 6.1.2022) and the total exposure for the manufactured home, personal property, and unattached structures is \$400,000 (effective 6.1.2022).

e. *Deductible Offerings:*

- i. All Other Perils – All occupancies
 - i. \$1,000, \$2,500 and \$5,000
- ii. Mandatory Windstorm, Tornado, Hurricane and Hail Deductible – Owner/Seasonal/Rental/Tenant (Can never be less than the All-Other Perils Deductible)
 - i. 1% or \$1,000, whichever is greater (Standard)
 - ii. 2% or \$2,500, whichever is greater
 - iii. 5% or \$5,000, whichever is greater
- iii. Mandatory Water Damage Deductible – Owner/Seasonal/Rental/Tenant (Can never be less than the All-Other Perils Deductible)
 - i. \$5,000 (Standard)
 - ii. \$2,500
 - iii. \$1,000

f. *Transfer:* Should ownership transfer mid-term, an application for the new owner must be submitted for approval.

g. *Valuation/loss settlement:* The Aegis General Portal provides access to Verisk 360 valuation software to determine the unit value. The limit requested should not include the value of land.

Types of coverages offered:

- i. *Actual Cash Value*: Manufactured Homes must be insured to 100% of the actual cash value. If the manufactured home is a new purchase and is insured for Actual Cash Value (ACV), it should not be insured for more than the purchase price, excluding land.
 - ii. *Replacement cost including inflation guard*: Risks that are 30 years old or newer (effective 6.15.2022) and are owner, seasonal, or rental occupied are eligible for replacement cost. The unit should be insured for 100% of the current year replacement cost valuation.
 - iii. *Replacement cost for partial losses*: Available for Owner Occupied, Seasonal, and Rental units.
- h. *Ownership*: The named insured must be the titled owner of the manufactured home (except tenant). If the risk is occupied by the named insured on a full-time basis or as a seasonal / secondary home, the applicant must be an individual and the home may not be titled in a business name.
- i. *Additional insured*: It is permissible to extend coverage without an additional premium charge to cover a non-occupant that has a financial interest in the manufactured home to be insured.
- j. *Additional interest*: Additional parties that the insured wants to receive evidence of insurance.
- k. *Personal property*:
 - i. *Owner Occupied*: Limits acceptable up to 100% of the value of the manufactured home or \$25,000, whichever is greater.
 - ii. *Seasonal*: Limits acceptable up to 100% of the value of the manufactured home or \$25,000, whichever is greater.
 - iii. *Rental*: \$5,000 maximum limit.
- l. *Scheduled personal property*: All scheduled items require an appraisal newer than 2 years old or a purchase receipt. The maximum limit is \$5,000 per item and \$10,000 aggregate for all categories. Coverage is available for owner and tenant occupied units only. Applicants with any prior theft losses over \$500 are not eligible for this coverage.
- m. *Cancellation*: Requests must be received within 30 days of the requested cancellation date. If the initial down payment is not honored by the bank for any reason, the policy will be rescinded, and no coverage will have been provided.
 - i. *Company Request*: Cancelled policies are refunded on a pro-rata basis.
 - ii. *Insured Request*: Cancelled policies are refunded on a pro-rata basis and are subject to the minimum earned premium of \$100.
- n. *Swimming pool*: Liability for swimming pools is excluded in the policy; however, for owner occupied, \$25,000 swimming pool liability may be bought back if the swimming pool is surrounded with a fence that is at least 4' high and has a locked gate. If the swimming pool is not fenced, has a diving board or slide, the risk is ineligible for the buyback coverage.

o. *Prior animal bite history:* If the applicant owns or boards any animal that has bitten or caused injury, the risk must be written with the animal injury exclusion signed by the applicant. (Aegis does not underwrite by breed).

p. *Unacceptable risk:*

1. *If the Manufactured Home Is:*

- i. Vacant or unoccupied
- ii. Under construction or renovation
- iii. Condemned
- iv. Without utilities
- v. Used for student housing or
- vi. On stilts.

ii. *Supplemental heat sources where:*

- i. There is a kerosene or space heater anywhere on the premises of the manufactured home, including attached and unattached structures.
- ii. The supplemental heat source is the only means of heating the home.
- iii. The supplemental heat source is not Underwriters Laboratory (UL) approved.
- iv. There is a stove that is not 36 inches from the wall or at least 18 inches from the wall with a heat shield that has a one-inch air space between the heat shield and the wall.
- v. There is not at least 18 inches from the top of the stove pipe and the ceiling, combustible side walls or any combustible material.
- vi. There is an exterior flue pipe that does not extend 3 feet from the roof line.

iii. *Physical condition of the Manufactured Home:*

- i. Is not well maintained.
- ii. Is substantially modified from original condition.
- iii. There is any hazardous liability exposure on the premises. This risk may be written without liability coverage.
- iv. There is business conducted on the premises or in the manufactured home or any attached or unattached structure.

iv. *Prior Loss History:* If the applicant had any fire, theft, or liability loss or

- i. 3 or more other losses (1-5 units) in the past three years or
- ii. 5 or more other losses (6+ unit policies) in the past three years or
- iii. If they have an open / unresolved loss with a previous carrier.

- v. *Prior Insurance*: If the applicant has been previously uninsured for more than 90 days.
- o. *Seasonal program*:
 - 1. Swimming pool liability buyback and scheduled personal property coverages are not available.
 - 2. Maximum personal property is the Coverage A limit or \$25,000, whichever is greater.
 - 3. May purchase additional coverage for Loss of Use.
 - 4. All other underwriting guidelines apply.
- p. *Rental program*:
 - 1. Coverages not available - replacement cost for personal property, swimming pool liability, golf cart, and scheduled personal property.
 - 2. Maximum personal property limit is \$5,000.
 - 3. Any risk with a supplemental heat source, including wood, coal, pellet, etc. stoves are unacceptable.
 - 4. Up to 12 units may be scheduled on one policy for any applicant.
 - 5. May purchase additional coverage for Loss of Use.
 - 6. All other underwriting guidelines apply.
- q. *Tenant program*:
 - 1. Coverage not available - swimming pool liability
 - 2. Any risk with a supplemental heat source, including wood, coal, pellet, etc. stoves is unacceptable.
 - 3. Maximum personal property limit is \$50,000. If the applicant was previously uninsured, the maximum personal property limit available is \$25,000.
 - 4. All other underwriting guidelines apply.

9. Credits and Surcharges

- a. *Credits*:
 - i. *Claims Free (New & Renewal)*: Applies if applicant has had no claims with over \$500 paid in the past 3 years. Discount applies to owner, seasonal, and tenant occupancies.
 - ii. *Continuous Coverage Discount*: Applies to risks with fewer than 7-days lapse in coverage or new purchases. Discount applies to owner, seasonal, and tenant occupancies.
- b. *Surcharges*:
 - i. *Claims Surcharge (New & Renewal Business)*: Applies if the insured has had 2 or more claims with over \$500 paid in the past 3 years. Surcharge applies to owner, seasonal, and tenant occupancies.

- ii. *Supplemental Heating Source*: Applies when there is a supplemental heating source in the manufactured home.
- iii. *Occasional Rental*: Applies to owner and seasonal manufactured homes that are occasionally rented to others.
- iv. *Continuous Coverage Surcharge*: Applies to policies that have had an extended lapse in coverage. Surcharge applies to owner, seasonal and tenant occupancies.



10. Forms List

MANDATORY FORMS	FORM #	REV. DATE	OCCUPANCY
Declarations Pages	HMHDEC	(01/20)	ALL
Policy Jacket	HMH-1	(01/20)	ALL
Harassment, Intimidation or Bullying Exclusion	HMH-13	(01/20)	ALL
Seasonal/Secondary Manufactured Home Extension	HMH-22	(01/20)	S
Cannabis Exclusion	HMH-25	(01/20)	ALL
Hydrofracking Exclusion	HMH-58	(01/20)	ALL
Mold Exclusion	HMH-63	(01/20)	ALL
Windstorm, Tornado, Hurricane or Hail Deductible	HMH-102	(01/20)	ALL
Water Damage Deductible	HMH-108	(01/20)	ALL
Amendment of Policy Provisions – Oregon (Effective 10/1/2023 for new and renewal business)	HMH-200OR	(06/23)	ALL
Amendment of Policy Provisions – Oregon (Effective 1/1/2024 for new and renewal business)	HMH-200OR	(12/23)	
Cancellation/Non-Renewal Provisions – Oregon	HMH-250OR	(01/20)	ALL
Diminution of Value Exclusion	DIMX	(01/20)	ALL
U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice to Policyholders	OFAC	(01/20)	ALL
OPTIONAL FORMS	FORM #	REV. DATE	OCCUPANCY
Additional Insured – Section I & II Coverage	HMH-2	(01/20)	ALL
Additional Insured - Section I Coverage	HMH-2P	(01/20)	ALL
Additional Insured - Section II Coverage	HMH-2L	(01/20)	ALL
Scheduled Personal Property	HMH-3OR	(01/20)	O/T
Personal Property Replacement Cost	HMH-4	(01/20)	O/S/T
Vacant/Unoccupied Manufactured Home Endorsement (only used on risks that become vacant during the policy period - not for new business)	HMH-5OR	(01/20)	O/S/R
Replacement Cost Coverage and Inflation Guard	HMH-6	(01/22)	O/S/R
Manufactured Home Earthquake Endorsement	HMH-7	(01/20)	O/S/R
Golf Cart Coverage	HMH-9	(01/20)	O/S/T
Limited Swimming Pool or Spa Liability Endorsement	HMH-11	(01/20)	O
Seasonal/Secondary/Rental Occupancy Liability Endorsement	HMH-12	(01/20)	S/R
Occasional Rental	HMH-26	(01/20)	O/S
Animal Injury Exclusion	HMH-51	(01/20)	ALL
Building Exclusion	HMH-60	(01/20)	O/S/R
Roof Exclusion	HMH-61	(01/20)	O/S/R
Coverage Endorsement for Vacant/Unoccupied Occupancy	HMH-66	(01/20)	O/S/R
Replacement Cost on Partial Losses	HMH-70	(01/20)	O/S/R
Difference in Conditions	HMH-150	(01/20)	ALL

Replacement Cost and Inflation Coverage Removal Notice	CWNOTICE (1)	(01/22)	O/S/R
Difference in Conditions Signature Form (Mandatory with the HMH-150 DIC Endorsement)	ORMHDIC	(01/20)	ALL
Notice of Cancellation or Non-Renewal	ODEN Notice		ALL
Reinstatement Notice	RN-01		ALL