

TOPA HOME POLICY SUBMISSION CHECK LIST

PLEASE ATTACH TO YOUR SUBMISSION

То	bind	coverage	your	submission	must	include:
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	Completed and signed Topa Home application* or Home Owners Acord application with Topa supplemental forms* *use current application/forms available at www.jebrown.net
	Insured signature on the following forms: pg 2 of application and, if applicable, Acord supplemental form property disclosure earthquake waiver important notice to policy holders water endorsement form
	Earthquake waiver and water endorsement forms must be marked rejected or accepted.
	Topa Race, National Origin and Gender Form
	Fill out all requested coverage amounts in appropriate boxes, answer all questions on application.
	Full premium , payable to <u>J.E. Brown</u> , is required with the application to bind – even when escrow closing. This is an agency bill program there is no payment options .
Bin	ding authority:
	Drepend offertive date severe as will be being dithe day often the

Proposed **effective date** – coverage will be bound the day after the insured signs the application if we receive it within 3 days, if received after 3 days, coverage will be bound the day the application is received in our office.

Date of this mailing: _____

If you have any questions regarding eligibility or binding procedures please contact JoAnn Maccario at 800-955-8213 or joann_maccario@jebrown.net.

TOPA Insurance Company This Supplemental Application is only to be used in conjuction with a completed and signed Acord Homeowners Application

 Is the property in a remote or inaccessible area and/or not visible by neighbors? 	[]NO []YES*	 Are there any tree branches hanging over any part of the roof? If "yes" submit with photographs. 	[]YES []NO			
2. Is there fire fighting protection provided by a full time paid fire department?		10. Are there smoke detectors installed?	[]NO* []YES			
 Is there any business conducted on the premises? If yes, refer to Company for approval. Need HB Supplemental Application. No coverage 	[]YES	11. Does the house have circuit breakers?	[]NO* []YES			
without written approval.	[]YES	12. Is there a thermostatically controlled heating system?	[]NO* []YES			
4. Is there an unfenced swimming pool or swimming pool with slide or diving board or an empty pool?	[]YES* []NO	1 3. Is the roof foam or fiberglass?	[]YES*			
5. Are there ANY unrepaired damages, whether or not covered by insurance from a prior loss? If "yes" submit for Company approval.	[]YES []NO	14. Does the applicant own and live on the premises insured?	[]NO* []YES			
6. Is ANY portion of the premises (house, garage, land, etc.) rented to or held for rental to others?	[]YES* []NO	15. Do you own or board any animals. List all types & breeds.	[]YES** []NO			
7A. Has the plumbing been updated in the past 10 years? 76. What type of plumbing? [] Copper [] Galvanized steel []Other	[]YES []NO	16. Limited Water Damage coverage with \$1,000 Deductible [j NO [I YES Limit [1 \$5,000 [) \$1 0,000				
8. Is this a seasonal dwelling, secondary dwelling, mobile home, farm, modular home, rental property or vacant dwelling?	[]YES* []NO	**INELIGIBLE RISK: Exotic or unusal pets, ferocious or dangerous dogs, including but not limited to Rotweilers, German Shepards, Pitbulls, Doberman Pincers, Great Danes, Chows, etc.				

* Denotes the risk is NOT eligible. NO coverage can be bound. DO NOT submit an application.

PLEASE READ: In addition to the ineligible conditions stated above the following are also ineligible. Risk which: 1) are over 60 years old; 2) are occupied by more than one family; 3) are in foreclosure; 4) are in commercial, industrial or deteriorating locations; 5) are financed by private parties or trustee; 6) have a replacement cost under 75,000 or over 500,000; 7) have a replacement cost that exceed the market value; 8) are undergoing extensive remodeling or construction; 9) are not of frame or frame/stucco construction; 1 0) have more than 2 losses in the past 36 months; 11) have a history of dog bites regardless of breed.

REFER TO COMPANY - NO COVERAGE BOUND:

1) Metal or wood shake roofs, photo required with application. Wood shake roofs not in a designated brush area. Roof must be in good condition and fire resistive treated within the past 2 years. Proof of treatment required with application. 2) Farm Animals, they must be for insured's personal enjoyment. No horse riding stables or animal boarding regardless of the type of compensation. Premises cannot be a farm. Photo required with application. 3) Any Risk located in protection class 8, 9 or 10. 4) ANY vandalism or theft losses.

How many stories?	Number of Bedrooms?	Number of Baths?	Number of Fireplaces?	Formal Dining Room?	Den/Family Room	Central Air?	Attached Garage?	
				[]NO []YES	[]NO []YES	[]NO []YES	[]NO []YES	
Skylights? []NO []YES How Many?	Living room floor covering material?	Kitchen floor covering material?	Bathroom floor covering material?	Bedroom floor covering material?	French Doors? []NO []YES How Many?	Wooden Deck? []NO []YES	Crystal Chandaliers? []NO []YES	
Remarks or Special Instructions BILLING INSTRUCTIONS: []] Direct bill the applicant on future renewals.								

[] Bi	I First Mortgagee - must have impound account.
PAYN	I Escrow - Enter information in remarks. /IENT OPTIONS: Contact General Agent to see if available
ij	1 Pay - 100% down 4 Pay - 25% down PLUS POLICY FEES 9 Pay - 25% down PLUS POLICY FEES
Ťŕ	here will be an \$8.00 service charge per installment. h check to application.

APPLICANT'S STATEMENT: I hereby declare to the best of my knowledge that the statements made on this supplemental application and the Acord Application are material and true and complete and that these statements are made as an inducement to Topa Insurance Company to issue the policy for which I am applying. I further understand and agree that any material misrepresentation shall cause the policy, if issued, to be null and void.

Applicant's Signature:

Date

I have personally reviewed this application with the applicant and explained the coverages, limitations and exclusions. I have also explained to the applicant that I am not an insurance agent appointed by Topa Insurance Company and I am representing the applicant as his or her agent in this matter.

Agent/Broker's Signature:

Date:

The effective date of coverage shall be either 12:01 A.M. on the date following the date the application was signed by the applicant, provided the application and payment are received within 3 days of signature date OR if received after 3 days from the date of signature, the effective date shall be the date received or the proposed effective date, whichever is later.

NO coverage shall be considered bound and the application will be rejected it ANY section is incomplete or the risk is ineligible-

FDP-SUPP (06/02)

CALIFORNIA RESIDENTIAL PROPERTY INSURANCE DISCLOSURE

This disclosure is required by California law (Section 10102 of the Insurance Code). It describes the principal forms of insurance coverage in California for residential dwellings. It also identifies the form of dwelling coverage you have purchased or selected.

This disclosure form contains only a general description of coverages and is not part of your residential property insurance policy. Only the specific provisions of your policy will determine whether a particular loss is covered and, if so, the amount payable. Regardless of which type of coverage you purchase, your policy may exclude or limit certain risks.

READ YOUR POLICY CAREFULLY: If you do not understand any part of it or have questions about what it covers, contact your insurance agent or company. You may also call the California Department of Insurance consumer information line at 1-800-927-4357.

The cost to rebuild your home may be very different from the market value of your home since reconstruction is based primarily on the cost of labor and materials. Many factors can affect the cost to rebuild your home, including the size of your home, the type of construction, and any unique features. Please review the following coverages carefully. If you have questions regarding the level of coverage in your policy, please contact your insurance agent or company. Additional coverage may be available for an additional premium.

	Dwelling Coverage
FORMS OF COVERAGE FOR DWELLINGS	selected or
	purchased
GUARANTEED REPLACEMENT COST COVERAGE WITH FULL BUILDING CODE	
UPGRADE PAYS REPLACEMENT COSTS WITHOUT REGARD TO POLICY LIMITS, AND	
INCLUDES COSTS RESULTING FROM CODE CHANGES.	
In the event of any covered loss to your home, the insurance company will pay the full	
amount needed to repair or replace the damaged or destroyed dwelling with like or	
equivalent construction regardless of policy limits. Your policy will specify whether you must	NOT
actually repair or replace the damaged or destroyed dwelling in order to recover guaranteed	AVAILABLE
replacement cost. The amount of recovery will be reduced by any deductible you have	
agreed to pay.	
This coverage includes all additional costs of repairing or replacing your damaged or	
destroyed dwelling to comply with any new building standards (such as building codes or	
zoning laws) required by government agencies and in effect at the time of rebuilding.	
To be eligibile to recover full quaranteed replacement costs with building code upgrade,	
you must insure the dwelling to its full replacement cost at the time the policy is issued, with	
possible periodic increases in the amount of coverage to adjust for inflation and increases in building postal your must parmit increases of the dwalling by the incurance company, and	
building costs; you must permit inspections of the dwelling by the insurance company; and you must notify the insurance company about any alterations that increase the value of the	
insured dwelling by a certain amount (see your policy for that amount).	
GUARANTEED REPLACEMENT COST COVERAGE WITH LIMITED OR NO BUILDING	
CODE UPGRADE PAYS REPLACEMENT COSTS WITH LIMITED OR NO BOILDING	
LIMITS BUT LIMITS OR EXCLUDES COSTS RESULTING FROM CODE CHANGES.	
In the event of any covered loss to your home, the insurance company will pay the full	
amount needed to repair or replace the damaged or destroyed dwelling with like or	
equivalent constructon regardless of policy limits. Your policy will specify whether you must	NOT
actually repair or replace the damaged or destroyed dwelling in order to recover guaranteed	AVAILABLE
replacement cost. The amount of recovery will be reduced by any deductible you have	
agreed to pay.	
This coverage does not include all additional costs of repairing or replacing your damaged	
or destroyed dwelling to comply with any new building standards (such as building codes or	
zoning laws) required by government agencies and in effect at the time of rebuilding. Consult	
your policy for the applicable exclusions or limits with respect to these costs.	
To be eligible to recover full guaranteed replacement cost with limited or no building code	
upgrade, you must insure the dwelling to its full replacement cost at the time the policy is	
issued, with possible periodic increases in the amount of coverage to adjust for inflation and	
increases in building costs; you must permit an inspection of the dwelling by the insurance	
company; and you must notify the insurance company about any alterations that increase the	
value of the insured dwelling by a certain amount (see your policy for that amount).	

FORMS OF COVERAGE FOR DWELLINGS	Dwelling Coverage selected or purchased
LIMITED REPLACEMENT COST COVERAGE WITH AN ADDITIONAL PERCENTAGE	
PAYS REPLACEMENT COSTS UP TO A SPECIFIED AMOUNT ABOVE THE POLICY	
LIMIT.	
In the event of any covered loss to your home, the insurance company will pay to repair or	
replace the damaged or destroyed dwelling with like or equivalent construction Up to a	
specified percentage over the policy's limits. See the declarations page of your policy for the	
limit that applies to your dwelling. Your policy will specify whether you must actually repair or	
replace the damaged or destroyed dwelling in order to recover this benefit. The amount of	
recovery will be reduced by any deductible you have agreed to pay.	
To by eligible for this coverage, you must insure the dwelling to its full replacement cost at	
the time the policy is issued, with possible periodic increases in the amount of coverage to	
adjust for inflation; you must permit an inspection of the dwelling by the insurance company;	
and you must notify the insurance company about any alterations that increase the value of	
the insured dwelling by a certain amount (see your policy for that amount). Read your declaration page to determine whether your policy includes coverage for building code	
upgrades.	
LIMITED REPLACEMENT COST COVERAGE WITH NO ADDITIONAL PERCENTAGE	
PAYS REPLACEMENT COSTS UP TO POLICY LIMITS ONLY.	
In the event of any covered loss to your home, the insurance company will pay to repair or	
replace the damaged or destroyed dwelling with like or equivalent construction <u>only up to the</u>	
policy's limit. See the declarations page of your policy for the limit that applies to your	
dwelling. Your policy will specify whether you must actually repair or replace the damaged or	
destroyed dwelling in order to recover this benefit. The amount of recovery will be reduced	
by any deductible you have agreed to pay. To be eligible to recover this benefit, you must	
insure the dwelling to 80% of its replacement cost at the time of loss. Read your declaration	
page to determine whether your policy includes coverage for building code upgrades.	
ACTUAL CASH VALUE COVERAGE PAYS THE FAIR MARKET VALUE OF THE	
DWELLING AT THE TIME OF THE LOSS, OR THE COST TO REPAIR, REBUILD, OR	
REPLACE THE DAMAGED OR DESTROYED DWELLING WITH LIKE KIND AND	
QUALITY CONSTRUCTION, UP TO THE POLICY LIMIT.	
In the event of any covered loss to your home, the insurance company will pay either the fair market value of the damaged or destroyed dwelling (excluding the value of land) at the	
time of the loss or the cost to repair, rebuild, or replace the damaged or destroyed dwelling	
with like kind and quality construction up to the policy limit, with possible consideration of	
<u>physical depreciation</u> . The amount of recovery will be reduced by any deductible you have	
agreed to pay. Read your declaration page to determine whether your policy includes	
coverage for building code upgrades.	
BUILDING CODE UPGRADE - ORDINANCE AND LAW COVERAGE PAYS, UP TO	
LIMITS SPECIFIED IN YOUR POLICY, ADDITIONAL COSTS REQUIRED TO BRING THE	NOT
DWELLING "UP TO CODE."	AVAILABLE
In the event of any covered loss, the insurance company will pay any additional costs, up	
to the stated limits, of repairing or replacing a damaged or destroyed dwelling to conform	
with any building standards such as building codes or zoning laws required by government	
agencies and in effect at the time of the loss or rebuilding (see your policy).	

This disclosure form does not explain the types of contents coverage (furniture, clothing, etc.) provided by your policy. Some policies do not replace contents with new items, but instead, only pay for the current market value of an item. If you have any questions, contact your insurer or agent.

TOPA Insurance Company covers only Limited Replacement Cost Coverage with no additional percentage or Limited Replacement Cost Coverage with an additional percentage under the home insurance program; and only Limited Replacement Cost Coverage with no additional percentage under the dwelling fire program; and only Actual Cash Value Coverage under the vacant dwelling program. Read your declarations page to determine which coverage is provided. None of the other forms stated in the disclosure are available.

The undersigned acknowledges that he or she have been provided a copy of this California Residential Insurance Disclosure.

Signature:

Dwelling Replacement Cost Disclosure:

The undersigned acknowledges that he or she has been provided a copy of the CALIFORNIA RESIDENTIAL INSURANCE DISCLOSURE.

Signature:

(Applicant's Signature)

EARTHQUAKE COVERAGE DISCLOSURE

THE POLICY YOU ARE APPLYING FOR DOES NOT PROVIDE COVERAGE AGAINST THE PERIL OF EARTHQUAKE. CALIFORNIA LAW REQUIRES THAT EARTHQUAKE COVERAGE BE OFFERED TO YOU AT YOUR OPTION.

WARNING: THESE COVERAGES MAY DIFFER SUBSTANTIALLY FROM AND PROVIDE LESS PROTECTION THAN THE COVERAGE PROVIDED BY YOUR HOMEOWNERS' INSURANCE POLICY. THERE ARE EXCLUSIONS AND LIMITATIONS SUCH AS OUTBUILDINGS, SWIMMING POOLS, MASONRY FENCES, AND MASONRY CHIMNEYS. THIS DISCLOSURE FORM CONTAINS ONLY A GENERAL DESCRIPTION OF COVERAGES AND IS NOT PART OF YOUR EARTHQUAKE INSURANCE POLICY. ONLY THE SPECIFIC PROVISIONS OF YOUR POLICY WILL DETERMINE WHETHER A PARTICULAR LOSS IS COVERED AND, IF SO, THE AMOUNT PAYABLE.

THE COVERAGE, SUBJECT TO POLICY PROVISIONS, MAY BE PURCHASED AT ADDITIONAL COST ON THE FOLLOWING TERMS:

(A) AMOUNT OF DWELLING COVERAGE: _____ APPLICABLE DEDUCTIBLE: 15% OF THE DWELLING COVERAGE. IF YOUR LOSS IS BELOW THIS AMOUNT, YOU SHALL NOT RECEIVE ANY PAYMENT FROM YOUR COVERAGE.

CONTENTS COVERAGE: \$5,000.00 IF YOUR LOSS DOES NOT EXCEED THE DEDUCTIBLE FOR THE DWELLING, YOU WILL NOT RECEIVE ANY PAYMENT FOR THIS COVERAGE.

ADDITIONAL LIVING EXPENSE: \$1,500.00

(D) RATE OR PREMIUM: _____

YOUR INSURANCE AGENT WILL PROVIDE WRITTEN NOTICE AS TO HOW THE DEDUCTIBLE APPLIES TO THE REPLACEMENT VALUE OF THIS COVERAGE.

WITH THIS OFFER, YOU HAVE BEEN PROVIDED A DESCRIPTION OF ALL COVERAGE AND HOW THE DEDUCTIBLE APPLIES TO THE REPLACEMENT VALUE FOR RESIDENTIAL EARTHQUAKE COVERAGE. THERE ARE NO DISCOUNTS AVAILABLE ON THE PREMIUM FOR RESIDENTIAL EARTHQUAKE COVERAGE.

THE UNDERSIGNED ACKNOWLEDGES THAT EARTHQUAKE COVERAGE HAS BEEN OFFERED, THAT A PREMIUM, OR RATE, HAS BEEN QUOTED FOR EARTHQUAKE COVERAGE AND THAT SAID COVERAGE IS HEREBY [] **REJECTED [] ACCEPTED**

[] THE DWELLING HAS BEEN RETROFITTED BY BOLTING THE STRUCTURE TO THE FOUNDATION, REINFORCING THE CHIMNEY AND SECURING THE WATER HEATER. IF EARTHQUAKE COVERAGE IS ACCEPTED EVIDENCE OF RETROFITTING MUST BE SUBMITTED WITH THE APPLICATION.

Signature: _____ Date: _____

(Applicant's Signature)

NO COVERAGE SHALL BE CONSIDERED BOUND AND THE APPLICATION WILL BE REJECTED IF ANY SECTION OF THIS DISCLOSURE IS BLANK AND/OR NOT PROPERLY SIGNED AND DATED.

California Residential Property Insurance Bill of Rights

The largest single investment most consumers make is their home and related property. In order to best protect these assets, it is wise for consumers to understand the homeowner's insurance market. Consumers should consider the following:

Read your policy carefully and understand the coverage and limits provided. Homeowner's insurance policies contain sublimits for various coverages such as personal property, debris removal, additional living expense, detached fences, garages, etc.

Keep accurate records of renovations and improvements to the structure of your home, as it could affect your need to increase your coverage.

Maintaining a list of all personal property, pictures, and video equipment may help in the case of a loss. The list should be stored away from your home.

Comparison shop for insurance, as not all policies are the same and coverage and prices vary.

Take time to determine the cost to rebuild or replace your property in today's market. You can seek an independent evaluation of this cost.

You may select a licensed contractor or vendor to repair, replace, or rebuild damaged property covered by the insurance policy.

An agent or insurance company may help you establish policy limits that are adequate to rebuild your home.

Once the policy is in force, contact your agent or insurance company immediately if you believe your policy limits may be inadequate.

A consumer is entitled to receive information regarding homeowner's insurance. The following is a limited overview of information that your insurance company can provide.

The California Residential Property Insurance Disclosure.

An explanation of how your policy limits were established.

The insurance company's customer service telephone number for underwriting, rating, and claims inquires.

An explanation for any cancellation or nonrenewal of your policy.

A copy of your policy.

The toll-free telephone number and Internet address for reporting complaints and concerns about homeowner's insurance issues to the department's consumer services unit.

In the event of a claim, an itemized, written scope of loss report prepared by the insurer or its adjuster within a reasonable time period.

In the event of a claim, notification of a consumer's rights with respect to the appraisal process for resolving claims disputes.

In the event of a claim, a copy of the Unfair Practices Act and a copy of the Fair Claims Practices Regulations.

The information provided herein is not all inclusive and does not negate or preempt existing California law. If you have any concerns or questions, the officers at our Consumer Hotline are there to help you. Please call them at 1-800-927-HELP (4357) or contact us at www.insurance.ca.gov.



LIMITED WATER DAMAGE ENDORSEMENT

Our Maximum Limit of Liability: \$______ per occurrence. Our Maximum Limit of Liability: \$______ aggregate. Loss Deductible: \$1,000 per occurrence.

in consideration of the premium charged, it is hereby understood and agreed that we insure for direct physical loss and all resulting loss from **water damage**, not caused by the negligence of the **Insured**, to property covered under Section I of this policy.

We cover loss caused by water damage including the cost of tearing out and replacing that part of a building necessary to repair the system or appliance. We do not cover loss to the system or appliance from which caused water damage.

The most we will pay per **occurrence** for any **water damage** loss, including any **water damage** related loss, is the amount stated above as **our** Maximum Limit of Liability per occurrence. The maximum we will pay for more than one **occurrence** during any annual policy period is the amount stated above as **our** Maximum Limit of Liability aggregate.

Exclusions: This endorsement Is subject to all of the exclusions contained in SECTION I – PERILS INSURED AGAINST and SECTION I - EXCLUSIONS, except losses caused by **water damage**, and the following additional exclusions:

1) Discharge or leakage from;

- a) an automatic sprinkler system or
- b) A sump or related equipment and parts, including overflow due to sump pump failure or excessive volume of water;
- 2) The cost to repair any defect that caused the loss or damage;
- 3) Loss or damage caused by or resulting from continuous or repeated seepage or leakage of **water** that occurs over a period of time exceeding 12 hours;

Deductible: With respect to loss to property covered under this endorsement, loss from each **occurrence** shall be adjusted separately and from the amount of each adjusted loss or the applicable Limit of Liability shown above, whichever is less, the deductible amount stated above shall be deducted. No deductible shall apply with respect to Coverage D-Loss of Use.

FDP-WDE (6/02)

Important Notice to Policyholder

This is a limited home insurance policy. Please read your insurance policy carefully as it contains numerous exclusions and limitations.

We would like to bring to your attention the fact that this insurance policy <u>does not</u> provide any property damage or liability coverage resulting either directly or indirectly from the peril of water.

Limited water damage coverage can be purchased for an additional premium charge. If you did not purchase this coverage at the time you applied for this insurance and you now wish to purchase this coverage, please contact your agent for an explanation of the coverage and the premium charge. If you elect to purchase limited water damage coverage, you must make a written request to add limited water damage coverage and pay the premium. The coverage will become effective the date following the date of your postmarked envelope or in the event there is no postmark envelope then the date following the date the request was received by our authorized representative. WARNING: Your retail agent is not an authorized representative of Topa. Insurance Company.

The undersigned acknowledges that he or she has been offered Limited Water Damage coverage, and coverage has been

Rejected

U .					
	Accepted	with	а	Limit	of

Re: Fire/Home Application for

□ \$5,000 for a premium of \$50 or □ \$10,000 for a premium of \$75

Applicant's Signature

Date

Agent's Signature

Date



RACE, NATIONAL ORIGIN & GENDER FORM COMMUNITY SERVICE STATEMENT TOPA INSURANCE COMPANY

FOR NEW BUSINESS ONLY

This information is requested by the State of California in order to monitor the insurer's compliance with the law. All new policyholders are requested to voluntarily provide the following information.

No such information shall be used for purposes of underwriting or rating any policyholder.

Policyholder's Name and Address (to be provided in order to refer back to the policy) Note: use additional forms if needed.

	Policy Type		
Fire Personal Homeowners Private Passenger Auto-Liability		Fire Commercial Commercial Multi-Peril	

 If policyholder does not wish to provide the Department of Insurance with this information, please check here.

Check the Race or National Origin as it applies to the policyholder(s). For the purpose of completing this form, the policyholder is defined as: an individual, spouse, domestic partner, or business partners(s) named on the policy.

	POLICYHOLDER			CO-PC	CO-POLICYHOLDER			
	Male	Female	Business	Male	Female	Business		
African-American								
American Indian or Alaskan Native								
Asian/Pacific Islander								
Latino								
White				<u></u>				
Other								
For Topa use only: Policy No: PC/SMP								
Edition: 2003								