

## 2023 – Takeout Company Personal Lines Depopulation Calendar

OIR Application Deadline	OIR Approval Date	TOC Returns Documents	Depop Provides Initial Data File (IDF)	TOC Uploads Preferred Policy Selections and Estimated Renewal Premiums	<i>Policyholder Choice</i> Letter Sent, and Policy Selection Detail List provided	Depop Creates Assigned Policy list	TOC Uploads Reweights	Assumption Date
10/28/2022	11/30/2022	12/7/2022	12/9/2022	12/28/2022	12/30/2022	2/13/2023	2/15/2023	2/21/2023
12/29/2022	1/31/2023	2/7/2023	2/9/2023	2/24/2023	2/27/2023	4/12/2023	4/14/2023	4/18/2023
1/31/2023	2/28/2023	3/7/2023	3/9/2023	3/24/2023	3/28/2023	5/11/2023	5/15/2023	5/23/2023
2/28/2023	3/31/2023	4/7/2023	4/10/2023	4/25/2023	4/27/2023	6/9/2023	6/13/2023	6/20/2023
4/28/2023	5/31/2023	6/7/2023	6/9/2023	6/26/2023	6/28/2023	8/11/2023	8/15/2023	8/22/2023
6/30/2023	7/31/2023	8/7/2023	8/9/2023	8/24/2023	8/28/2023	10/11/2023	10/13/2023	10/17/2023
7/28/2023	8/31/2023	9/8/2023	9/11/2023	9/26/2023	9/28/2023	11/13/2023	11/15/2023	11/21/2023
8/31/2023	9/29/2023	10/6/2023	10/9/2023	10/24/2023	10/26/2023	12/8/2023	12/12/2023	12/19/2023

### Notes

- This calendar is for Personal Lines assumptions in the Personal Lines and Coastal accounts only. Personal Lines assumptions are processed in PolicyCenter®.
- The Office of Insurance Regulation (OIR) approves authorized admitted carriers to participate in a specific assumption. The OIR issues approval in the form of a consent order.
- Documents include a *Requirements and Deadline* (R&D) letter, company information sheet, assumption agreement, coverage worksheets, and takeout company's (TOC) logo and signature block.
- The Initial Data File (IDF) is policy-level data of in-force policies the takeout companies (TOCs) use to select policies for assumption. All policies are eligible at the time the report is generated except for those within the blackout period. A *Data Confidentiality Agreement* (DCA) is required for authorized licensed companies to receive data. Once a signed and completed agreement is received, Citizens will provide the TOC with instructions on how to obtain the IDF.
- The preferred policy selection file contains policies the TOC is selecting to assume and must be serviced by agents who are appointed with the TOC. Policies selected must be selected from the IDF provided for that specific assumption. Citizens must provide policyholders with a 45-day *Notice of Nonrenewal*. To meet this requirement and give TOCs time to issue a 45-day renewal offer, a 90-day blackout period has been established. Policies renewing within 90 days of the assumption date cannot be selected for assumption.
- The *Policyholder Choice Offer* letter includes coverage worksheets and estimated premiums for Citizens and all available assumption offers. The policy selection detail list contains policy numbers, TOC-estimated renewal premium, and Citizens' estimated renewal premium for policies that will receive an offer from that TOC for the applicable assumption.
- All policyholder choice submissions registered before the deadline will be processed. Policyholders who request to remain with Citizens will receive a *Remain with Citizens Confirmation Notice*. If no choice is registered by the date indicated on the *Policyholder Choice Offer* letter and form, Citizens will assign the policy to one of the TOCs that selected it. If more than one TOC selected the policy, it will be assigned via an algorithm.
- Citizens provides a list of policies assigned to the takeout company. This list contains policies that have been assigned to the company as a result of policyholder choice or via the algorithm. TOCs can reweight the policies for assumption after this list has been provided. The assigned policy list is available for TOCs to download from PolicyCenter.
- If the TOC removes policies from their assigned policy list (a process known as reweighting), the TOC must upload a list of those policies to be removed from the assumption.
- On the assumption date, Citizens mails the *Notice of Assumption and Nonrenewal* and *Certificate of Assumption* to policyholders whose policies were assumed. The *Unsuccessful Assumption Notice* also is sent to policyholders whose policies were reweighted or otherwise not assumed.

Additional depopulation information is located at <https://www.citizensfla.com/web/public/depopulation-resources>. For questions regarding the Depopulation Program or for a DCA, email the Depopulation Unit at [depop.questions@citizensfla.com](mailto:depop.questions@citizensfla.com).

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