

### 2019 Personal Lines Depopulation Calendar

Assumption Date	1) OIR Approval Date	2) TOC Returns Documents	3) Depop Provides Initial Data File (IDF)	4) TOC Uploads Preferred Policy Selections and Estimated Renewal Premiums	5) Master File Created and CPIC Estimated Renewal Premiums generated	6) Policyholder Choice offer letter and Preferred Policy agent email sent	7) Policyholder preference / Remain with Citizens deadline	8) Depop creates assigned Policy list	9) TOC Uploads Re-Weights
2/19/2019	11/30/2018	12/7/2018	12/10/2018	12/27/2018	12/28/2018	12/31/2018	2/7/2019	2/12/2019	2/14/2019
4/16/2019	1/31/2019	2/7/2019	2/11/2019	2/26/2019	2/27/2019	2/28/2019	4/7/2019	4/11/2019	4/15/2019
6/18/2019	3/29/2019	4/5/2019	4/9/2019	4/24/2019	4/25/2019	4/26/2019	6/3/2019	6/7/2019	6/11/2019
8/20/2019	5/31/2019	6/7/2019	6/10/2019	6/25/2019	6/26/2019	6/27/2019	8/4/2019	8/8/2019	8/12/2019
10/22/2019	7/31/2019	8/7/2019	8/9/2019	8/26/2019	8/27/2019	8/28/2019	10/5/2019	10/10/2019	10/14/2019
12/17/2019	9/30/2019	10/7/2019	10/9/2019	10/24/2019	10/25/2019	10/28/2019	12/5/2019	12/11/2019	12/13/2019

**Details:**

- 1) 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.
- 2) Documents include a Requirements & Deadline (R&D) Letter, Company Information Sheet, Assumption Agreement, Coverage Worksheets, and take out company's (TOC) logo signature block.
- 3) The Initial Data File (IDF) is policy level data of in-force policies the 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.
- 4) 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.
- 5) Citizens Property Insurance Corporation (CPIC) combines all TOC Preferred Policy lists into a Master List, generates CPIC Estimated Renewal Premium and prepares to send out Policyholder Choice Offer letters and Preferred Policy agent emails.
- 6) The Policyholder Choice Offer letter includes all TOC conditional offers, estimated premium and coverage information associated with each offer, as well as CPIC estimated renewal premium and Coverage Worksheets. The Preferred Policy Agent email is generated to the Agency Principal whose agency's policies are included in the Master file. The email includes a .csv file of all offers for policies associated with that particular agency.
- 7) The policyholder preference should be submitted by the agent or the policyholder on or before the deadline.
- 8) 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 Letter. If no choice is received, the policy may be eligible to be assumed by the selecting TOC. If more than one TOC selected the policy, it will be allocated via an algorithm. The assigned policy list is available for download from PolicyCenter.
- 9) If the TOC removes policies from their assigned policy list (a process known as Re-Weighting), the TOC must upload a list of those policies to be removed from the assumption.

**Notes:**

- This calendar is for Personal Lines assumptions in the PLA and Coastal accounts only. Personal Lines assumptions are processed in the PolicyCenter policy system.
- Additional depopulation information is located at <https://www.citizensfla.com/web/public/depopulation-resources>.
- CPIC 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 assumed.
- A Data Confidentiality Agreement (DCA) is required for authorized licensed companies to receive data. Once a signed and completed agreement is received, we will provide the TOC with instructions on how to obtain the IDF.

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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