

## Action Required: Personal Lines Policies with a Trust as a First Named Insured or Additional Named Insured

April 1, 2019

As announced in the October 16, 2017, [Personal Lines Bulletin](#) *Residence Held in Trust: New Rules, Forms and System Changes*, a trust cannot be listed as a named insured. For example, *the Doe Family Trust* cannot be a named insured.

### Correcting Policies

Attached is a list of your policies in which a trust is a named insured. If the attached policies are not corrected, it may result in nonrenewal at a later date. It is important that agents reach out to these customers prior to the renewal date to discuss coverage needs, determine the type and status of the trust and its appropriate policy form, and develop a plan of action. Any changes to the policy must be made with the consent of the policyholder.

Citizens has developed the attached *Correcting Policies Written in the Name of a Trust* job aid to help agents make the changes to affected policies. Generally:

- If the ownership and occupancy of the property still are eligible for the current policy form (see the *Residences Held in Trust* section under *Rule 202* in the underwriting guidelines), agents can submit a policy change to edit the first named insured and/or additional named insured to the name of the trustee or grantor.
- If the risk no longer meets underwriting and eligibility guidelines per *Rule 202*, agents will need to rewrite the policy. Rewritten policies must be processed as new-business submissions, and applicable risks must be submitted through the Property Insurance Clearinghouse.

### Optional Trust Endorsements

- *Trust Endorsement* CIT 06 15 (multi-peril) and CIT W06 15 (wind) protects the trust's insurable interest and provides certain liability coverages for the trustee.
- *Additional Interest –Residence Premises* HO 04 10 (multi-peril) and HW 04 10 (wind-only) to document the trust's insurable interest in the policy without liability coverage while still providing the trust with legal policy notices and declaration pages. This option is unavailable for dwelling policies.

These endorsement forms vary by line of business and policy effective date and are located in the specific policy type's *Endorsement* section on the *Agents* site. See the attached job aid for more details.

**Notes:**

- The attached list may include abbreviations such as *TTEE*, *TRS*, *FBO*, *JTRS* or *QPRT* or the word *Custodian*, etc., as the first named or additional named insured.
- If agents cannot contact their customers by phone and/or email, they can use a [sample letter](#) to request the necessary information.
- These policies also have a PolicyCenter® note to identify that they need correcting:

This policy is under review for the trust cleanup project. For more information on how to review and correct the First and Additional Named Insured fields, please refer to Knowledge Base ID 3997.

- This information is being sent only to agency principals. Distribute to agents and staff as appropriate.
- Microsoft Excel or other compatible spreadsheet software will be necessary to open the attached list.

**Other Resources**

For more information, the following resources are on the *Agents* website:

- The *Residence Held in Trust* section under *Rule 202* in the underwriting guidelines. (Select **Personal** > **PR-M** or **PR-W**, and then the appropriate policy form. The manuals are listed on the right)
- The *Certification of Trust* form (Select **Personal** > **PR-M** or **PR-W**, and the certificate is listed under *General*)
- Training materials (Select **Training** > **Personal**):
  - [Trusts in a Box](#)
  - [Policy Change](#)
  - [Uploading and Linking Documents](#)

You also can access FAQs from the website's top menu, select **Search** → **Search Frequently Asked Questions** (FAQs) and enter *Trust* in the search field.

---

Contact the Customer Care Center at 888.685.1555 with any questions.

Appointed agents also can submit questions to Citizens by logging in to the *Agents* website and choosing the *Contact Us* link on the top of the website. Citizens should respond within three business days.

This email is not spam. Citizens Property Insurance Corporation communicates by email. You received this email because you are an appointed agent with Citizens or we received a request to add your address to our email distribution list. If you are an appointed agent, removing your name from the distribution list requires termination of your appointment. To have your appointment terminated, contact Agent Administration at [agents@citizensfla.com](mailto:agents@citizensfla.com). If you are not an appointed agent or if you received this message in error, you can [unsubscribe](#) via our website.



Citizens Property Insurance Corporation  
[www.citizensfla.com](http://www.citizensfla.com)