



Document Deferral Form for Avatar Property & Casualty Insurance Company Policies

For policies related to Avatar cancellations effective April 13, 2022, Citizens will accept applications and will defer some required documents for new-business submissions related to the Florida Office of Insurance Regulation (OIR) order.

For deferred documents, agents must submit all required documents no later than 60 days after the Citizens policy effective date to avoid possible cancellation or nonrenewal of coverage.

Directions:

1. Upload and link this completed form in the *Required Document* section in PolicyCenter® when deferring a required document requirement as outlined below.
2. Indicate which document(s) you are deferring:
 - (Personal Lines Only)* 4-Point Inspection
 - (Commercial Lines Only)* Electrical condition documentation
 - Roof condition documentation
 - Mitigation form *(Please attach an expired form if it is the only version available. An updated form will need to be submitted within 60 days of the effective date.)*
 - (Commercial Lines Only)* Current Appraisal *(Please attach an expired form if it is the only version available. An updated appraisal will need to be submitted within 60 days of the effective date)*
3. *(Personal Lines Only)* External Inspections
Enter *Deferred* when PolicyCenter prompts you on the *Dwelling Construction* screen for each of the following:
 - Company name
 - First name
 - Last name
 - License numberUse the effective date of the policy for the inspection date

Notes:

- Agents must submit a copy of the Avatar cancellation notice as soon as possible to ensure the risk is eligible for the deferral.
- This deferral program ends April 28, 2022.
- eSignatures are acceptable.
- Citizens reserves the right to require any documents to renew a policy.
- Underwriting retains the right to reject documentation that does not reasonably support the representations made in the application.
- For more information about required documentation, see the *Required Document Guides*. (Log into the *Agents* website and select **Training → Personal Job Aids** and the policy-specific guides are in the right-hand column.)

- For more information about required documentation, see the *Required Document Guides*. (Log into the *Agents* website and select **Training → Commercial Job Aids** and the policy-specific guides are in the right-hand column.)
- For information on other companies who are making offers to Avatar policyholders, please refer to [this memo](#).

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