



## Commercial Lines: Document Deferral Form for Expedited Submission

For policies related to court-ordered cancellations due to insolvency, Citizens will accept applications and defer some required documents for new-business submissions related to the court order.

For deferred documents, agents must submit all required documents no later than 90 days after the Citizens policy effective date to avoid possible 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:
  - Roof/electrical condition
  - Current Appraisal
  - Mitigation form (*Please attach an expired form if it is the only version available. An updated form will need to be submitted within 90 days of the effective date.*)

### Notes:

- Agents must submit a copy of the prior carrier cancellation notice as soon as possible to ensure the risk is eligible for the deferral.
- Attach an expired document if it is the only version available. An updated document will need to be submitted within 90 days of the effective date.
- Refer to the agent bulletin to verify when this document deferral exception ends.
- 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.
- An electrical condition document is needed if converting risk from wind-only to Commercial Residential Multiperil.
- For more information about required documentation, see the *Required Document Guides*. (Log in to the *Agents* website and select **Training** → **Commercial Job Aids**, and the policy-specific guides are in the right-hand column.)