

New Required Document Guides

November 16, 2017

Personal Lines agents now have form-specific guides to assist with completing new-business submissions. These new guides:

- Provide a checklist of documents that may need to be uploaded
- Replace the generic *Personal Lines New-Business Submission Checklist and Details*
- *Help agents get their new-business submissions processed quickly*

Guides

- *Citizens Homeowners 3 – Special Form (CIT HO-3)*
- *Citizens Homeowners 4 – Contents Broad Form (CIT HO-4)*
- *Citizens Homeowners 6 – Unit-Owners Form (CIT HO-6)*
- *Citizens Homeowners 8 – Modified Coverage Form (CIT HO-8)*
- *Mobile Homeowners 3 – Special Form (CIT MHO-3)*
- *Citizens Mobile Homeowners 4 – Contents Broad Form (CIT MHO-4)*
- *Mobilehome Dwelling Property 1 – Basic Form (CIT MDP-1)*
- *Mobilehome Dwelling Property 1 – Basic Form (CIT MDP-1) Tenant Contents*
- *Dwelling Property 1 – Basic Form (CIT DP-1) and Dwelling Property 3 – Special Form (CIT DP-3)*
- *Dwelling Property 1 – Basic Form (CIT DP-1) and Dwelling Property 3 – Special Form (CIT DP-3) Tenant Contents and Condominium Unit-Owners only*
- *Homeowners 2 – Wind-Only Form (HW-2)*
- *Homeowners 4 – Contents Wind-Only Form (HW-4)*
- *Homeowners 6 – Unit-Owners Wind-Only Form (HW-6)*
- *Mobile Homeowners 2 – Wind-Only Form (MW-2)*
- *Mobile Home Dwelling Property 1 – Wind-Only Form (MD-1)*
- *Dwelling Property 2 – Wind-Only Form (DW-2)*

Note: Each guide contains a synopsis of Citizens' rules and documentation requirements but does not replace or supersede anything in the underwriting manuals. Underwriting may request additional documentation as needed for unique circumstances.

Accessing Required Document Guides

Agents can access these guides in the following ways:

- Log in to the *Agents* site, and select:
 1. [Personal](#)
 2. The policy type on the left
 3. The link to the desired guide under the required document guides section in the *Spotlight* area

- Log in to the *Agents* site, and select:
 1. **Training**
 2. [Personal](#)
 3. The link to the desired guide under the *PR-M Required Document Guides* and *PR-W Required Document Guides* sections in the Learn More area

- Log in to the *Agents* site:
 1. Select [Search Frequently Asked Questions](#) under the search icon at the top of each webpage.
 2. Enter *PL: Required Document Guide* in the search field.
 3. Click **Search**.
 4. Select the link to the desired guide in the search results.

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