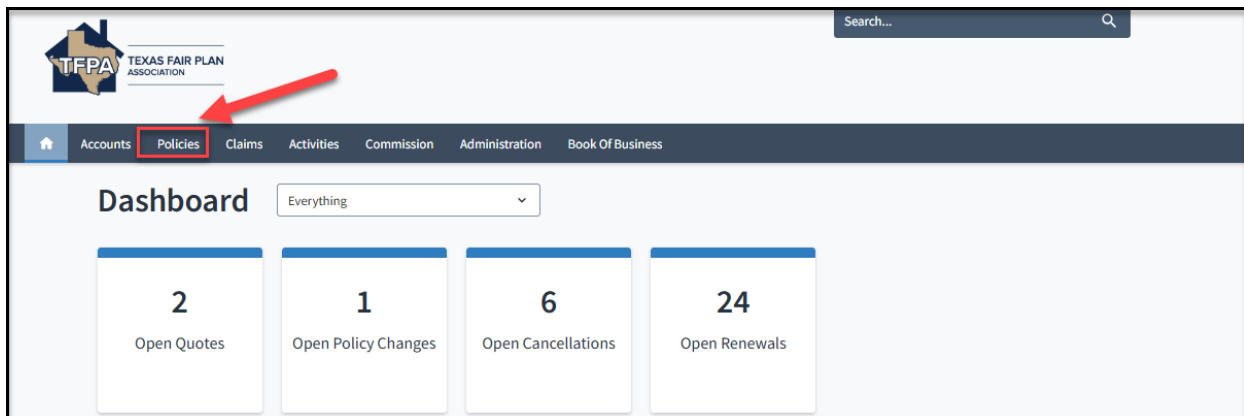


# Requalifying A TFPA Renewal

This job aid shows how to requalify a renewal in TFPA Agent Gateway.

Please note, to requalify for TFPA coverage, the property must meet our declination requirements (TFPA [Eligibility Requirements](#)). TFPA has a declination form you may use for your convenience: [Declination Form](#).

1. Please log in to the Agent Portal. After you sign into the system, you will land on the Agent Dashboard page. Select. "Policies" to continue.



2. On the Policies screen, select “Requalification Renewal” (renewals that need to be requalified will show under this tab at 90 days before the renewal date) and then click on the “Policy Number” you would like to work with. \*\*\*Please note you will requalify the expiring policy, not the renewal offer itself. If you complete the requalification between 90-61 days before renewal, the renewal transaction will generate 60 days before the renewal date in the “Open Renewals” tab. If you requalify the policy after day 60, the renewal transaction will generate in the “Open Renewals” tab once requalified. The actual renewal offer or policy packet (if mortgagee pay) will print and be sent 35 days prior to the renewal date or the date you requalify the policy if between 35 and 1 day(s) prior to the renewal date.

**Policies** Everything

Recently Viewed Recently Issued Billing Delinquent 2 Open Quotes 24 Open Renewals **17 Requalification Renewals** 1 Open Policy Changes 6 Open Cancellations

**Requalification Renewals**

PRODUCT	POLICY TYPE	POLICY NUMBER	EXPIRATION DATE	ACCOUNT	REQUALIFICATION STATUS
🏠	Homeowners		5/8/2024		Pending Requalification
🏠	Dwelling/Fire		5/15/2024		Pending Requalification
🏠	Homeowners		5/22/2024		Pending Requalification
🏠	Homeowners		5/23/2024		Pending Requalification
🏠	Dwelling/Fire		6/10/2024		Pending Requalification
🏠	Homeowners		6/11/2024		Pending Requalification
🏠	Homeowners		6/16/2024		Pending Requalification
🏠	Dwelling/Fire		6/20/2024		Pending Requalification
🏠	Dwelling/Fire		6/22/2024		Pending Requalification
🏠	Homeowners		6/24/2024		Pending Requalification

10 Results of 17

3. On the next screen, select “Add Requalification.”

Account: ARMANDO G

**Residential (TFPH06)** In Force

Summary Contacts 0 Open Activities 0 Notes 76 Documents 0 Claims Billing Commission

[Change Policy](#) [Add Requalification](#)



4. Please make sure you read the information listed in the green boxed area below. TFPA requires that you keep the declination documentation (i.e. TFPA Declination Form or other written documentation you are using to complete the questions) on file indefinitely. You need 2 declinations of coverage for each policy. You will be asked to provide this documentation in the event you or your agency are audited. Please answer all questions with the red asterisk next to them \* (see red boxed area below). When ready to continue, select “Submit.”

Account: ARMAN

Residential (TFPH06) In Force

Summary Contacts 0 Open Activities 0 Notes 76 Documents 0 Claims Billing Commission

[Change Policy](#)

**Requalification**

I am representing that diligent effort has been made by the agent and/or policyholder to obtain comparable residential property insurance coverage from a residential property insurance carrier in Texas that is licensed to write and actually writing residential property insurance. I am representing that I have discussed the FAIR Plan eligibility requirements with the policyholder and have determined, to the best of my knowledge, the above named policyholder is eligible to continue coverage with the Texas FAIR Plan. I understand that the Texas FAIR Plan Association may independently verify the information, and that my authority to write business with the Texas FAIR Plan may be suspended and/or cancelled if I have in any way misrepresented this information.

Policy Type: Homeowners

* Has the policyholder and/or agent attempted to obtain coverage from a licensed insurance company that is actually writing residential property insurance in Texas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
* Has the applicant been declined by at least two licensed/authorized insurance carriers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
* Insurance Company #1:	<input type="text"/>	
* 1a: Did the declination occur within the last 90 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
* 1b: Reason	<input type="text" value="--Please Select--"/>	
* Insurance Company #2:	<input type="text"/>	
* 2a: Did the declination occur within the last 90 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
* 2b: Reason	<input type="text" value="--Please Select--"/>	

[Cancel](#) [Submit](#)

5. Your requalification has been submitted. Please click “Close” to continue.

**Submitted Requalification**

Your renewal request and updated declination have been received and referred to underwriting. Thank you

[Close](#)





6. If you navigate back to the Policies screen, you will see the requalification renewals tab has decreased by 1.

**Policies** Everything

Switch to [Advanced Filter](#)

Recently Viewed	Recently Issued	Billing Delinquent	2 Open Quotes	24 Open Renewals	16 Requalification Renewals	1 Open Policy Changes	6 Open Cancellations
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7. To verify a renewal has been requalified, you can go to the policy's "Documents" section. You should see an email that was sent to the agency (see *Email* –

Account: ARMANDO

**Residential (TFPH06 [redacted])** In Force

Summary	Contacts	0 Open Activities	0 Notes	78 Documents	0 Claims	Billing	Commission
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**Documents**

-- Please Select Document Type -- + Upload Documents Search documents

Please select the Document Type and click the "+ Upload Documents" button to upload documents. After you upload a document, please update the description and click the Save button. Contact TFPA if you need to delete a document.

Do not upload files containing illegal content or copyrighted information without the permission of the copyright owner. File names must not exceed 60 characters (including the file type extension). Files must not exceed 20MB.

NAME	DESCRIPTION	DOCUMENT TYPE	DATE UPLOADED
TFPA - Pay Your Renewal Policy Premium Electronically-0014340788.pdf	TFPA - Pay Your Renewal Policy Premium Electronically	Email Sent	4/23/2025
Email - Requalification Confirmation.pdf	Email - Requalification Confirmation	Email Sent	4/23/2025



