

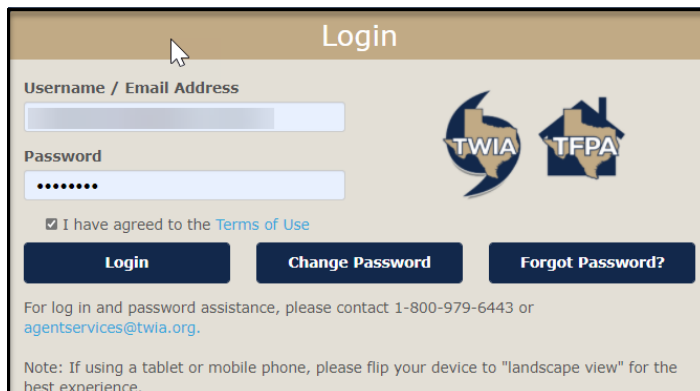
TFPA Mobile Home Submission

This job aid demonstrates the steps needed to complete a Mobile Home submission for TFPA.

Before you start quoting in Policy Center:

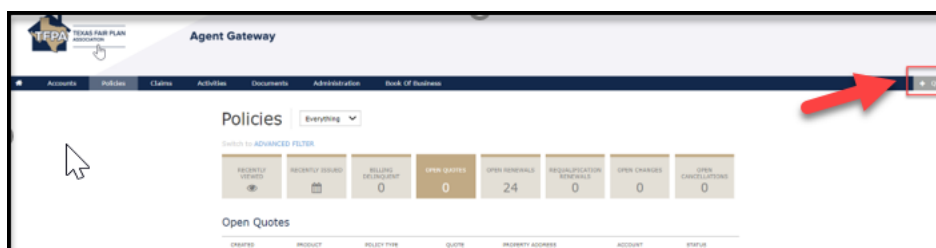
- Check TFPA's Coverage & Eligibility Guidelines: [Coverage & Eligibility Requirements](#). The risk must meet all of the requirements.
- Complete the [Proof of Declination of Coverage](#). You must have 2 declinations on file.
- Also complete and upload the [TFPA Mobile Home Valuation Worksheet](#) to the application when submitted.

1. Log in to the TFPA Agent Gateway. If you need your login information, contact Agent Services either by email agentservices@twia.org or by calling 1-800-979-6443.



The screenshot shows the login page for the TFPA Agent Gateway. It features a header with the word "Login" and two logos: TWIA (Texas Windstorm Insurance Association) and TFPA (Texas Fair Plan Association). Below the logos are two input fields: "Username / Email Address" and "Password". A checkbox labeled "I have agreed to the Terms of Use" is checked. There are three buttons: "Login", "Change Password", and "Forgot Password?". Below the buttons, there is a note: "For log in and password assistance, please contact 1-800-979-6443 or agentservices@twia.org." At the bottom, there is another note: "Note: If using a tablet or mobile phone, please flip your device to 'landscape view' for the best experience."

2. Select "+ Quote" from the top right of the screen.



3. Enter the requested information and then select “Search.”

The screenshot shows the 'Agent Gateway' interface for the Texas Fair Plan Association. The main heading is 'New Quote: Search for Existing Account'. The form includes the following fields and options:

- Account Type: **Individual** (selected), Estate/Trust
- First Name: Jane
- Last Name *: Doe
- City: Austin
- State: Texas
- ZIP Code: 78753

Buttons at the bottom right: Cancel, Search (highlighted with a red box).

4. Enter information where noted by the * and then select “Create Account.”

The screenshot shows the 'New Quote: New Account Details' form. The form includes the following fields and options:

- Account Type: **Individual**
- First Name *: Jane
- Last Name *: Doe
- Date of Birth *: 01/01/1971
- Country: United States

Section: Address of property to be insured

- Address Line 1 *: [Empty]
- Address Line 2 (Apt/Blgd/Suite): [Empty]
- Address Line 3: [Empty]
- City *: Austin
- State: Texas
- Zip Code *: 78753
- Email Address *: [Empty]
- Producer Code & Name *: [Dropdown menu]

Buttons: Cancel, Create Account (highlighted with a red box).

Section: Start Quote

- State: Texas
- Effective Date *: 01/22/2021
- Producer Code & Name *: -- Choose Producer Code --
- Product Code *: Residential

Buttons: Cancel, Next



5. On the “Policy Details” screen, enter information where noted by the * and then select “Next.”

New Quote: Policy Details for Existing Account

Account Type Individual

Account F000167246

Name & Property Address Jane Doe

Start Quote

State Texas

Effective Date * 01/22/2021

Producer Code & Name *

Product Code * Residential

Cancel Next

6. Select the appropriate “Policy Type” from the drop down menu. For mobile home coverage, you may select either “Homeowners” or “Dwelling/Fire.” In this job aid, the selection is “Homeowners.”

Quote Request

Qualification

Policy Details

Property Details

Construction

Discount/Surcharge/Loss Info

Quote

Coverage Summary

Payment Details

Residential - Quote (0003500017)

JANE DOE

Qualification

Policy Type Please Select

Quote has been saved.
Write down this quote number to recall it later:
0003500017



7. Complete the "Qualification" fields noted by the * and then select "Next."

Quote Request

- Qualification
- Policy Details
- Property Details
- Construction
- Discount/Surcharge/Loss Info
- Quote
- Coverage Summary
- Payment Details

Quote has been saved.
Write down this quote number to recall it later:
0003500017

Residential - Quote (0003500017)

JANE DOE

Qualification

Policy Type: Homeowners

TFPA Applicant Eligibility

Does the applicant have an existing policy from an insurance company in the voluntary market? *

Does the applicant have a renewal offer or quote with comparable coverages from an insurance company in the voluntary market? *

Does the applicant have at least two admitted/standard companies that have declined to provide coverage (Current or prior carrier listed above may be used)? *

Has the applicant been cancelled or non-renewed for material misrepresentation in the past three years? *

Is the applicant or any proposed named insured indebted to TFPA on a prior TFPA policy? *

Has any applicant been convicted of arson, fraud, or any other insurance related offense within the last 5 years? *

TFPA Property Eligibility

Any business or childcare conducted on the premises? *

Are there any outstanding taxes, assessments, penalties or charges with respect to the property to be insured? *

Is the property in violation of any building, housing, air pollution, sanitation, health, fire or safety ordinance or rule? *

Is the dwelling a rental property? *

Is the dwelling a farm or ranch property? *

Is the dwelling vacant or unoccupied? *

Will there be more than 2 families or 2 boarders or roomers per family? *

Is the dwelling a mobile home? *

Is the property to be insured condemned? *

Does the roof have 3 or more layers? *

Is there a swimming pool? *

Is there a trampoline or skateboard ramp on the premises? *

Cancel Next



8. Complete the “Qualification” fields noted by the * and then select “Next.”

9. Verify the information on the “Policy Info” screen and then select “Next.”



10. Verify the information returned and then select “Dwelling Details.”

Homeowners - Quote (0003500019)
JANE DDE

Property Details

Address of the property to be insured ✓

Address Line 1 *

Address Line 2 (Apt/Bldg/Suite)

Address Line 3

City *

ZIP Code *

Dwelling Details

Location Details

Additional Interest ✓

Cancel Previous Next

11. Complete the “Dwelling Details” noted by the * and the associated fields and then select “Location Details.”

Homeowners - Quote (0003500019)
JANE DDE

Property Details

Address of the property to be insured ✓

Dwelling Details ✓

Year Purchased *

Residence Type *

Home Used As *

Home is *

Is the property accessible to fire protection services? *

Are there excessive liability exposures such as inoperable cars or other dangerous debris on premises? *

Is the dwelling for sale? *

Is the dwelling undergoing renovation or reconstruction? *

Was dwelling built using unconventional type construction? *

Fireplace

Wood Stove

Are there any dogs or exotic pets on premises? *

Location Details

Additional Interest ✓

Cancel Previous Next



12. Complete the “Location Details” noted by the * and the associated fields and then click on “Apply Public Protection Class.” If there is a mortgage on the mobile home, select “Additional Interest” to add one. If not, select “Next” to continue.

Homeowners - Quote (0003500019)
JANE DOE

Property Details

- Address of the property to be insured ✓
- Dwelling Details ✓
- Location Details ✓

Distance to Fire Hydrant(Feet) * 500

Distance to Fire Station(Miles) * 1

Apply Public Protection Class

Protection Class Code 02

Territory Code for Residential Line * 6

County * TRAVIS

Additional Interest ✓

Cancel Previous **Next**

13. Enter information where noted by the * and then select “Roof.”

Homeowners - Quote [REDACTED]
JANE DOE

Construction

Construction Details ✓

Year Built * 2020

Condition of Dwelling * Excellent ✓

Construction Type * Mobile Home ✓

Is the unit blocked and tied down? * Yes No

Length * 16

Width * 76

Make * Oak Creek

Model * Opal

Serial Number * 12345678

Number of Stories * 1 ✓

Living Area Square Footage * 1215

Garage * No Garage ✓

Foundation Type * Slab ✓

Roof

Plumbing

Heating

Electrical

Cancel Previous Next



14. Enter information where noted by the * and then select "Plumbing."

Homeowners - Quote (0003500019)
JANE DOE

Construction

Construction Details ✓
Roof ✓

Roof Type * Aluminum

Roofing Updated

Plumbing
Heating
Electrical

Cancel Previous Next

15. Enter information where noted by the * and then select "Heating."

Homeowners - Quote (0003500019)
JANE DOE

Construction

Construction Details ✓
Roof ✓
Plumbing ✓

Plumbing * Copper

Plumbing Updated

Heating
Electrical

Cancel Previous Next

16. Enter information where noted by the * and then select "Electrical."

Homeowners - Quote (0003500019)
JANE DOE

Construction

Construction Details ✓
Roof ✓
Plumbing ✓
Heating ✓

Primary Heating * Electricity

Heating Updated

Electrical

Cancel Previous Next



17. Enter information where noted by the * and then select “Next.”

Homeowners - Quote (0003500019)
JANE DOE

Construction

Construction Details ✓
Roof ✓
Plumbing ✓
Heating ✓
Electrical ✓

Wiring * ✓
Electrical System * ✓
Number of Amps * ✓

Wiring Updated

Cancel Previous **Next**

18. This brings up the “Discount/Surcharge/Loss Info” screen. Review the requirements and answer accordingly. Select “Next.”

Homeowners - Quote (0003500019)
JANE DOE

Discount/Surcharge/Loss Info

Home security device credit? * Yes No

Texas FAIR Plan Association Requirements for the Home Security Devices Credit:

- Exterior doors are solid core doors that are 1 3/8 inches thick and secured by dead-bolt locks.
- Metal doors must be secured by dead-bolt locks.
- Double doors meet the specifications for exterior doors and have the inactive door secured by header and threshold bolts that penetrate metal strike plates. In the case of glass located within 40 inches of the header and threshold bolts, have the bolts flush-mounted in the edge of the door.
- Sliding glass doors are secured by secondary locking devices to prevent lifting and prying.
- Dutch doors have concealed flush bolt locking devices to interlock upper and lower halves and are secured by a dead-bolt lock.
- Garage doors are equipped with key operated locking devices.
- Windows are secured by auxiliary locking devices
- Applicants may be eligible for an additional credit if the property is equipped with an electronic burglar alarm and is inspected by a local or county crime prevention unit to certify the property meets the following requirements:
 - all exterior structure openings are contacted; the system includes interior and exterior siren;
 - all equipment is U.L. approved and is monitored by a U.L. approved central station;
 - and sales, service, installation, and monitoring of the system are done in compliance with the Private Investigations and Private Agencies Act (Article 4413 (29bb), Vernon's Texas Civil Statutes).

Texas FAIR Plan Association Requirements for Automatic Sprinkler Credit:

- Please contact Underwriting for additional information.

No Prior Losses Found

Cancel Previous **Next**



19. This brings up the “Coverages” screen. Enter the appropriate coverage and endorsements and then select “Calculate Premium” at the top of the screen.

The screenshot shows a web interface for configuring insurance coverages. At the top, a button labeled "Calculate Premium" is highlighted with a red rectangular box. Below this, there are several sections for selecting coverages and endorsements, each with a dropdown menu and a "Replacement Cost" field. The sections include:

- Section I Coverages: Dwelling, Other Structures, Personal Property, and Contents of Motor Vehicle.
- Section II Coverages: Medical Payments to Others.
- Additional Coverages: All Risk Replacement Cost Coverage in Outbuildings, All Risk Replacement Cost for Personal Property, All Risk Umbrella and Accidental Damage, Explosion, Shock or Release of Water or Steam, and All Risk Office, Private School or Studio.
- Additional Premium-Excluded Coverages: All Risk Additional General Coverage.

At the bottom of the screen, there is an "Exclusions And Conditions" section with a "Back To Top" button.

20. Review the quote returned and then press “Continue.”

The screenshot shows a summary page for a homeowners quote. The title is "Homeowners - Quote (0003500023)" and the name "JANE DOE" is displayed. Below the title, there is a "Quote" label and a blue button with a refresh icon. A message states: "Please select coverage options and click the 'Calculate Premium' button to quote this submission." The main information displayed is:

- Total Annual Premium:** \$938.12
- Estimated Replacement Cost:** \$133,927.00
- Estimated Actual Cash Value:** \$133,927.00

A "Continue" button is highlighted with a red rectangular box. At the bottom, there is a "Review/Update MSB" button.



21. Complete the fields noted by the * and then select "Next."

Homeowners - Quote (0003500023)
JANE DOE

Coverage

Expected Effective Date: Jan 14, 2024

Policyholder: Jane Doe

Property Address: 3421 E. Huntington, Apt 100, Austin, TX 78751-4000

Renting Address: 3421 E. Huntington, Apt 100, Austin, TX 78751-4000

Plan: *

Agent: *

Phone Number: *

Coverages

Total Policy Premium: \$938.12

Section I Coverages

Coverage	Limit	Premium
Dwelling	\$1,000,000.00	\$1,000.00
Other Structures	\$100,000.00	INCLUDED
Personal Property	\$67,000.00	INCLUDED
Loss Of Use	\$10,000.00	INCLUDED
System I Exclusions	Other Perils: \$1,000.00 Wind or Hail: \$1,000.00	INCLUDED

Section II Coverages

Coverage	Limit	Premium
Medical Payments to Others	Limit - Per Person: \$1,000.00 Limit - Per Occurrence: \$25,000.00	INCLUDED

Additional Coverages

Coverage	Limit	Premium
HO-000 Exclusion and Accidental Damage to Existing Structures or Detachment of Material or Objects	\$5,000.00	\$18.00
HO-000 Replacement Cost Coverage A (Dwelling)		\$70.00
HO-000 Replacement Cost for Personal Property		\$70.00

Discounts, Surcharges and Fees

Item	Premium
Home Security Discount Credit	\$60.00
Loan History Adjustment	\$270.00
Occupation Profit/Loss Assessment	\$1.12

Exclusions And Conditions

22. Select the payment plan requested and then select "Submit."

Homeowners - Quote (0003500023)
JANE DOE

Payment Details

Total Annual Premium: \$938.12

Payor: Jane Doe

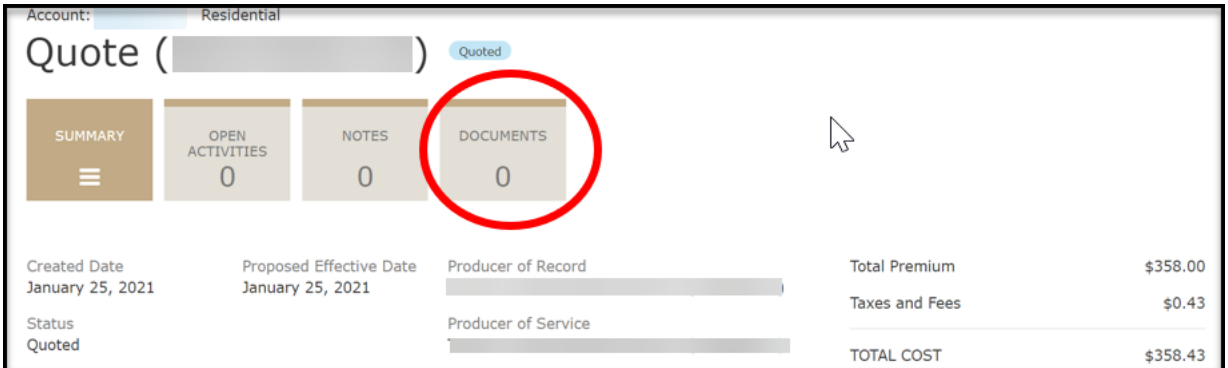
Payor Type: Primary Named Insured

Payment Plans

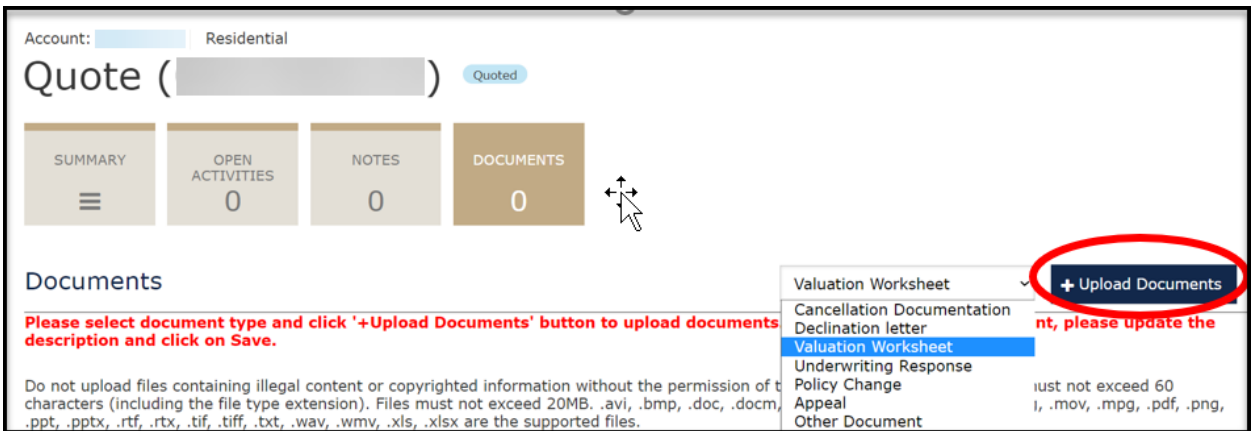
NAME	DOWN PAYMENT	INSTALLMENT	TOTAL
<input type="radio"/> Full Annual Payment (Insured)	\$937.00	\$0.00	\$938.12
<input checked="" type="radio"/> 2 Payments	\$562.20	\$374.80	\$938.12
<input type="radio"/> 4 Payments	\$281.10	\$218.64	\$938.12
<input type="radio"/> 10 Payments (AutoDraft)	\$140.55	\$88.50	\$938.12



25. To upload the completed TFPA Mobile Home Valuation Worksheet, select "Documents."



26. Select the document to be uploaded from the drop-down menu and then select "Upload Documents."



27. You will be prompted to browse and import the document. After the document is selected, you will see the following message. If acceptable, select "Yes."

