

FOR THE SUBAGENT:

Tips for Submitting RLI In-Home Business Applications

- RLI will only accept the current version of the application – **HBP 108 (07/15)**. A copy of the application is included in this packet for your convenience, or a PDF form can be found online.
- Applications must be submitted by mail with an **original signature** to FAIA Member Services. **DO NOT** send applications directly to RLI.
- Enclose a check for the **gross** annual premium. Checks must be made payable to: **FAIA Member Services, Inc.**
- All questions on the application must be answered completely. All areas must be filled in.
- RLI does not extend **binding authority**. No insurance is in force until RLI issues a policy number.
- Feel free to call us for the policy number. We should have it within 2-3 days of receiving the application as long as we are not awaiting additional information.
- We can honor the requested effective date as long as we receive the application within 12 days of the requested date and **do not** have to return it for any reason.
- A full description of Business Eligibility Classes can be found on the website. Please read the descriptions carefully and feel free to contact us with any questions related to eligibility or underwriting concerns.
- Certified Acts of Terrorism Coverage will be included on all policies in Florida, with \$1.00 of the standard base premium being allocated toward this coverage.
- If you have access to the RLI system, please log in to quote and complete the application information. If you do not have access to the online system, a rating worksheet and sample have been included in this packet and can also be found on the website. Please contact us to set your agency up for direct RLI access to quote and complete applications.

Renewal Process:

- Upon renewal of the policy, a renewal policy and a renewal bill are mailed together to the insured. You will receive a producer copy of the renewal policy only.
- The insured must pay the renewal premium prior to the renewal date or RLI will send a direct notice of cancellation.
- You may contact us at any time to check on payment status.
- Visit the website for more details on the renewal process.

Contact Us:

- Policyholder names A-K: Lynn White, lwhite@faia.com, 850.893.4156 x322
- Policyholder names L-Z: Stacey Chester, scheester@faia.com, 850.893.4156 x349
- FAIA Member Services, P.O. Box 16579, Tallahassee, FL 32317

All RLI In-Home Business Policy information can be found on the FAIA Member Services website at www.faiams.com under Products You Sell.