

## FOR THE SUBAGENT:

### Tips for Submitting Personal Umbrella Applications

- For policies with effective dates November 1, 2014 and later, RLI will only accept the current version of the application – **PUP 276 (11/13)**. A copy of the application is included in this packet for your convenience, or a PDF form can be found online.
- Current rates are effective March 1, 2014 for new business and April 1, 2014 for renewals.
- Applications should be sent to FAIA Member Services, Inc.; **NOT** directly to RLI.
- Enclose a check for the **gross** annual premium. Checks must be made payable to: **FAIA Member Services, Inc.**
- Be sure your answers to questions 5, 8 and 9 agree with the driver information on question 29.
- All questions on the application must be answered completely. **Questions 26, 27, 28 and 29** are frequently overlooked.
- An RLI **UM/UIM form** must be included when the applicant is accepting the additional UM/UIM with the umbrella.
- Florida law requires the agent's name and license number be included on page 4.
- Any answers that have been changed must be initialed by the **applicant**.
- RLI does not extend **binding authority**. No insurance is in force until RLI issues a policy number.
- 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.
- Applications must be signed and dated within 60 days of the effective date requested.
- A full description of Policy Provisions can be found on the website.
- If you have access to the RLI system, please log in to quote and complete the application information, including credit card payment. If you do not have access to the online system, all current RLI forms including applications and rate sheets, can be found at [www.faiams.com](http://www.faiams.com).

#### Renewal Process:

- Upon renewal of the policy, RLI will contact your insured directly. All renewals and premium payments for renewals will be handled on a direct basis.
- RLI will mail the insured's copy of the renewal policy to them and our office will mail your copy to you.
- Visit the website for more details on the renewal process.

#### Contact Us:

- Policyholder names A-K: Lynn White, [lwhite@faia.com](mailto:lwhite@faia.com), 850.893.4156 x322
- Policyholder names L-Z: Stacey Chester, [schester@faia.com](mailto:schester@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](http://www.faiams.com) under Products You Sell.