

# Colonial Lloyds & Aegis Products

## Quoting & Binding New Business:

- Use the online rating system LWIS (Logic Web Insurance System) located within our website at [www.logicinsurance.com](http://www.logicinsurance.com) to quote and bind risks 24/7.
- Any business submitted via alternative means will be review, and if acceptable, bound no earlier than the time it was received at LOGIC. Agents do not have authority to bind risks nor issue binders from their office without the written consent of LOGIC.

## Payment Options:

- Paid in Full
- Premium Finance: HMH Premium Management's financing terms are integrated into the LWIS program which ensures seamless processing of the payment collections. If an outside premium finance company is utilized, the producer is responsible for timeliness funding from the premium finance company.

## Payment Remittance:

Gross premium or gross down payment and required documents are required to be mailed to P.O. Box 600249, Dallas, TX 75360 within 7 days of binding. The agent is responsible for billing premium to any mortgagees for new business (renewals will be billed by Logic)

## Required documents:

The following documents are required to be mailed to our P. O. Box 600249, Dallas, TX 75360 within 7 days of binding;

- Signed original application
- Signed original premium finance note (if premium is financed).
- If the agent requests to perform the inspection: Inspection form with 2 photographs of dwelling (front and back) attached

## Commissions:

Commissions are paid the month following receipt of premium in our office.

## Underwriting:

Application is underwritten according to Underwriting Guidelines posted on our website.

## Policy Issuance:

Policies are printed, issued and mailed to the producing agent usually 7 days of receipt of funds

## Endorsements:

Endorsement requests are required to be in writing. Requests for endorsements should be faxed to 1-888-633-0607 or emailed to the appropriate underwriter.

## Cancellations:

Requests for cancellations are required to be in writing. Requests for cancellation should be faxed to 1-888-633-0607. Flat cancellations are not allowed unless proof of "no insurable interest" is provided.

## Claims:

All claims should be reported on the ACORD Property Loss Notice form. The ACORD form should be faxed to our office at 1-888-633-0607.