

**Colonial Lloyds**  
TDP-1 – HO-A - HO-B  
Program Operating Procedures

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**Quoting:**

- Use rating software (located on our website at [www.logicinsurance.com](http://www.logicinsurance.com))
- Call our office for a quote (please be sure to have all information ready).

**Application:**

- TDP-1 - use the ACORD Dwelling Application in our rating software program. (found on our website).
- HO-A & HO-B - use the ACORD Homeowner Application in our rating software program. (found on our website).

**Payment Options:**

- Paid in Full
- In-House Premium finance program available. (payment figures are found on our rating software).

**Binding:**

Fax completed, signed application (with RCV estimator if applicable) with request to bind (our fax number is 1-888-633-0607). Risk will be bound effective the date the fax is received or a future effective date up to 30 days. Backdated binders are disallowed and requests for effective dates prior to time faxed will not be honored. A 30 day binder will be printed and faxed to the agent in a timely manner. Agents are not authorized to print their own binders.

**Payment Remittance:**

Gross premium & policy fee or gross down payment & policy fee are required to be mailed to our P. O. Box 600249, Dallas, TX 75360 within 7 days of binding. The agent is responsible for billing premium to any mortgagees.

**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).
- Inspection form with 2 photographs of dwelling (front and back) attached. (please note if photos and inspection are not received, an inspection will automatically be ordered for the property and an additional \$40 will be charged).
- Replacement Cost Valuation form (RCV) if replacement cost was requested.

**Commissions:**

Commissions are paid the next month basis if premium has been received in our office.

**Underwriting:**

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

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**Policy Issuance:**

Policies are printed, issued and mailed to the producing agent usually within 30 days from the effective date.

**Endorsements:**

Endorsement requests are required to be in writing. Requests for endorsements should be faxed to 1-888-633-0607. When endorsements are requested that require photos, they should be mailed to our P. O. Box 600249, Dallas, TX 75360 within 7 days of the endorsement request.

**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. Claims are handled by and assigned to independent claim adjusters throughout Texas.