

ATTACHMENT B

**NON-RESIDENTIAL BUILDING USE QUESTIONNAIRE
EFFECTIVE NOVEMBER 1, 2015**

**NATIONAL FLOOD INSURANCE PROGRAM (NFIP)
NON-RESIDENTIAL BUILDING USE QUESTIONNAIRE**

<Date>

<Agent/Producer>

Mailing Address: < >

Dear Agent/Producer:

You are the sole recipient of this letter, and your timely response is required. You are receiving this notice because National Flood Insurance Program (NFIP) records indicate that one or more of your agency's policies apply to a non-residential property that may now be classified as a business property. The policy number(s) and property address(es) is (are) shown on the questionnaire(s) following this page.

Currently, the NFIP includes businesses and other non-residential properties in a single Non-Residential rating group. Recent flood insurance legislation—the Biggert-Waters Flood Insurance Reform Act of 2012—calls for pre-FIRM subsidized rates to be phased out on business properties through annual rate increases of 25 percent per year until the premium rates on these properties reflect the full-risk rate. In order to implement the 25 percent rate increase for existing policies, non-residential business properties must first be established as a separate rating group from other policies covering non-residential properties.

As a result, FEMA is requiring insurers to further categorize NFIP non-residential building policies as business property policies or as other non-residential building policies. In addition, for congressional reporting purposes, FEMA needs to capture more information about the use of each building.

To help meet the law's requirements, please complete and return each enclosed questionnaire to us. We have provided definitions for business policies and other non-residential policies, as well as other important information, on the questionnaire. Questions frequently arise regarding the correct designation of buildings where residential use is mixed with business or other non-residential use. A business or other non-residential building may be a mixed-use building if it has residential units within it. See the guidance provided in the questionnaire, or contact your insurer for assistance in correctly determining the building occupancy.

To make sure that we have the correct information for the property insured under this policy, please complete and return the attached questionnaire not less than 60 days prior to the expiration of each policy indicated. Where there is no response, the insurer will assume a business property rate.

<Company name and address>

If you have any questions, please call <company contact>.

National Flood Insurance Program Building Use Questionnaire

<Named Insured>

Policy # < >

Property Address: < >

Building Occupancy (check one)

- Non-Residential Business¹
 Other Non-Residential²

Building Purpose

Is it Mixed Use?³

Yes _____ No _____

If yes, what percentage is residential use? ____%

Additional Information (Please answer each)

Is the insured a small business with less than 100 employees?

Y N

Is the insured a non-profit entity?

Y N

Is the insured building a house of worship?

Y N

Is the insured building an agricultural structure?

Y N

THE ABOVE STATEMENTS ARE CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE PUNISHABLE BY FINE AND/OR IMPRISONMENT UNDER APPLICABLE FEDERAL LAW.

Agent/Producer's Signature

Date

Agent/Producer's Printed Name

Insured's Signature (Optional)

Date

Insured's Printed Name

If you have any questions about this questionnaire, please call <company contact>.

¹ Select "Non-Residential Business" if the named insured is a licensed commercial enterprise that produces income and coverage is for (a) a building that is designed as a non-habitational building, (b) a mixed-use building in which the total floor area devoted to commercial uses exceeds 25 percent of the total floor area within the building, or (c) a building designed for use as office or retail space, wholesale space, hospitality space, or for similar uses. This occupancy includes but is not limited to small businesses, mercantile buildings, commercial agricultural buildings, industrial buildings, warehouses, commercial garages, nursing homes, licensed bed-and-breakfasts, and hotels and motels with normal room rentals for fewer than 6 months.

² Select "Other Non-Residential" if the policy is insuring a non-habitational building or a mixed-use building that does not qualify as a residential building or a non-residential business property. This occupancy includes but is not limited to houses of worship, non-profit buildings, schools, state and local government buildings, non-commercial farm buildings (including grain bins and silos), agricultural buildings not used as part of a business, tool and storage sheds, garages, pool houses, club houses, and recreational buildings.

³ For mixed-use buildings with more than one single-family unit, the building is classified as either non-residential business or other non-residential if more than 25 percent of the total floor area is used for business or other non-residential purposes. For a single-family building (e.g., detached house, townhouse, or rowhouse), the building is classified as either non-residential business or other non-residential if 50 percent or more of the total floor area is used for business or non-residential purposes.