



FEMA

W-04095

November 24, 2004

MEMORANDUM TO: Write Your Own (WYO) Insurance Companies and
NFIP Servicing Agent

A handwritten signature in black ink that reads "Charles M. Plaxico, Jr." with a stylized flourish at the end.

FROM: Charles M. Plaxico, Jr., Chief
Risk Insurance Branch
Mitigation Division

SUBJECT: Residential Condominium Building Association Policy
(RCBAP) Inspection Program

The purpose of this memorandum is to inform the WYO Companies and the NFIP Servicing Agent of the status and progress of the NFIP Condominium Inspection Program, and what actions are required by the writing company to resolve the discrepancy found during the inspection.

Insurance Services Office, the FEMA inspection contractor, has completed the inspection of high-rise buildings in the states of California, Louisiana, Maryland, New Jersey, North Carolina, South Carolina, Texas, and Virginia. Inspections are scheduled for approximately 7,200 high-rise buildings insured under the RCBAP in Connecticut, Florida (beginning with Broward, Dade, and Collier Counties), Massachusetts, and New York. These buildings are elevation rated in special flood hazard areas. Only high-rise condominium buildings that were not previously inspected will be part of this inspection.

All policies inspected to date will be listed on each WYO Company's File Transfer Protocol (FTP) site at **bureau.nfipstat.com**. The first reports will be posted on December 15, 2004.

Attached are Condominium Inspection Procedures, Underwriting Appeal Procedures, and Work Flow Charts.

If you have any questions, please contact your WYO Program Coordinator.

Attachments

cc: Vendors, IBHS, FIPNC, WYO Standards, WYO Marketing Committee, Government Technical Monitor

Suggested Routing: Data Processing, Marketing, Underwriting

Any policy identified with a discrepancy that has not been corrected, or successfully appealed, will be assigned a critical TRRP error. This error will appear on the Ineligible/Invalid Report (W2RPINVD) with error code PL004140 (condo inspection procedure policy ineligible for new business and renewal). Ineligible/Invalid errors have no tolerance for Data Submission Monitoring purposes.

If a policy for an inspected property is written with another WYO Company and continues to be incorrectly rated, the policy will also be assigned error code PL004140.

All WYO Companies must notify the NFIP Bureau and Statistical Agent (BSA) Underwriters about the status of corrections or appeals prior to the first day of the month prior to the policy's expiration date. This is the Required Response Date that appears on the W2CIPNOT report. This response can be sent via e-mail to condoinspec@nfipstat.com; faxed to 301-918-1471, or mailed to the NFIP BSA Underwriting Unit, at P. O. Box 310, Lanham, MD 20706.

Failure to notify the BSA Underwriting Unit of your intended actions for the policy prior to the Required Response Date, or not appealing discrepancies prior to renewal, or not correcting discrepancies upon renewal will result in the assignment of the TRRP error code PL004140.

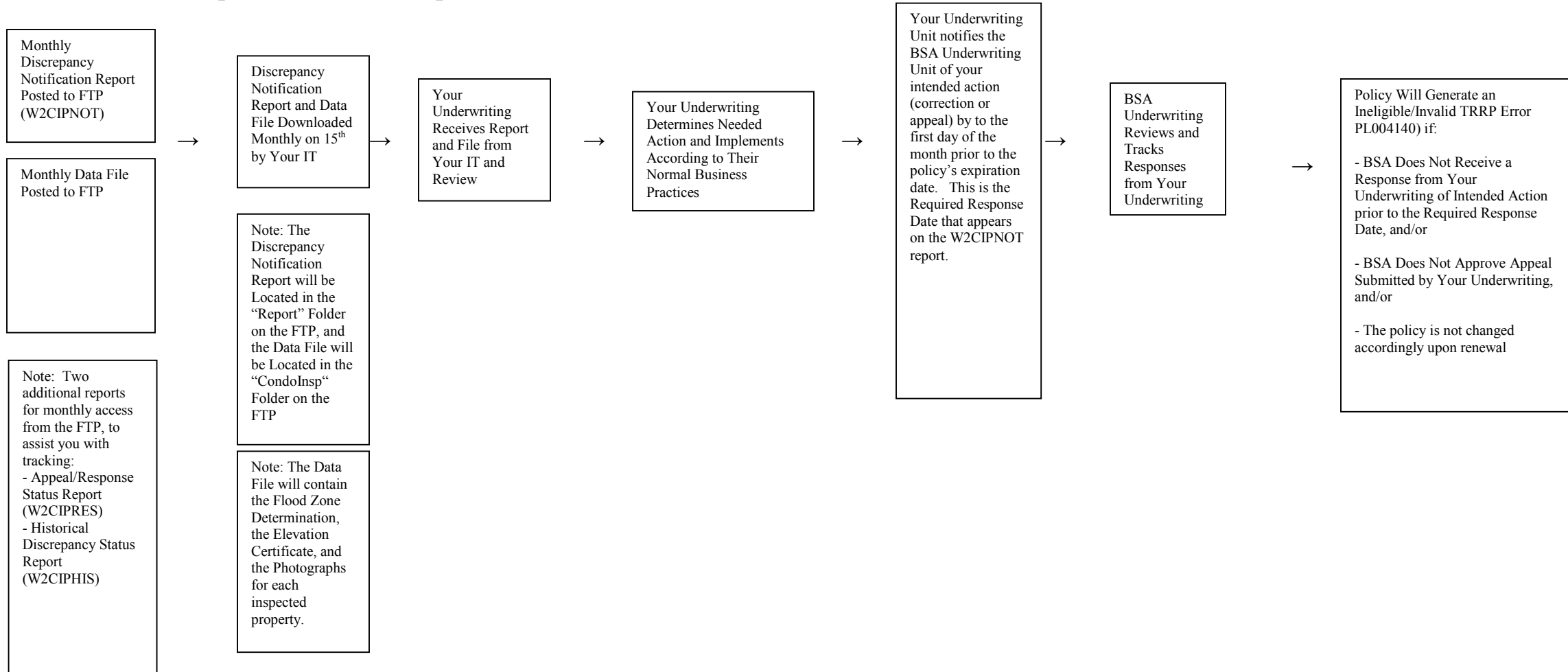
**CONDOMINIUM INSPECTION PROGRAM
UNDERWRITING APPEAL PROCESS FOR WYO COMPANIES AND
NFIP SERVICING AGENT**

Appeals are to be mailed to the NFIP BSA Underwriting Unit, P.O. Box 310, Lanham, MD 20706, faxed to 301-918-1471, or emailed to condoinsp@nfipstat.com.

1. If you agree with the inspection findings and will be correcting the policy, notify the NFIP BSA Underwriting Unit by the first day of the month prior to the policy's expiration date.
2. If you disagree with the inspection findings, notify the NFIP BSA Underwriting Unit by the first day of the month prior to the policy's expiration date. This is the Required Response Date that appears on the W2CIPNOT report.
3. Written documentation must be provided for the discrepancy that is being appealed.
4. To appeal a flood zone, community number, map panel, or base flood elevation you must provide either a legible copy of the original FIRM with the property location marked, a community official's statement, or original Elevation Certificate.
5. To appeal the number of condo units, submit supporting documentation, such as a written statement from the agent or insured.
6. The appeal for all other discrepancies must include proper written documentation to support the appeal.
7. The BSA Underwriters must approve all appeals.
8. Responses to submitted appeals can be found on the W2CIPRES and/or W2CIPHIS reports.
9. FEMA will monitor the process.

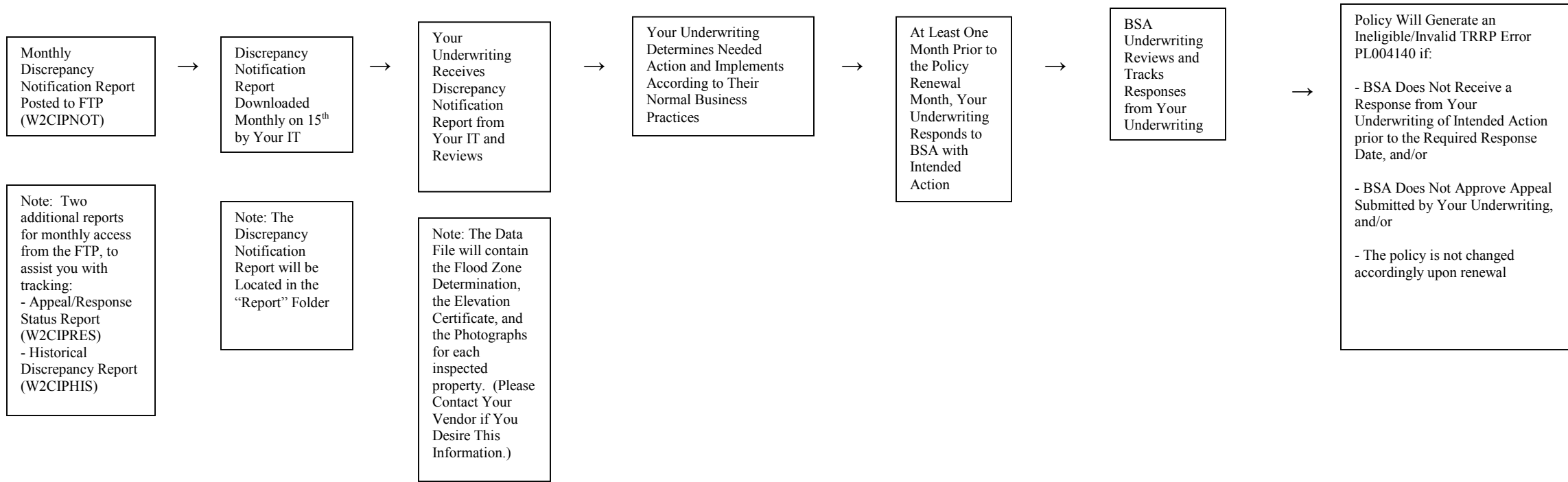
Condominium Inspection Program Flow Chart

Process for Independent WYO Companies & Vendors



Condominium Inspection Program Flow Chart

Process for Non-Independent WYO Companies



Condominium Inspection Program Sample Timeline of Monthly Processing for WYO Companies and Vendors

Timeline for Inspection Data posted on the FTP site on December 15, 2004, for policies expiring in June 2005
(The timeline for future notifications and expiration dates can be extrapolated from this timeline.)

