



**FEMA**

W-09050  
September 10, 2009

MEMORANDUM FOR: Write Your Own Company Principal Coordinators and the  
National Flood Insurance Program (NFIP) Servicing Agent

A handwritten signature in cursive script that reads "Jhun de la Cruz".

FROM: Jhun de la Cruz  
Branch Chief, Underwriting  
Risk Insurance Division

SUBJECT: Revised Leased Federal Property (LFP) Data and Reports

The purpose of this memorandum is to provide notification of revisions to the Leased Federal Property (LFP) data reports and record file layouts issued on July 10, 2009. The LFP revisions include the following:

- Leased Federal Property Data for All Addresses report, which includes all addresses identified as meeting the LFP description
- Leased Federal Property Data by WYO Company or Vendor report, which includes Active Policies (Including Expired Policies Within 90 Days)
- Revised record layouts for each report.

The LFP data files and reports are available at <ftp://bureau.nfipstat.com/ftpcommon/LFP>. Updates to the LFP data and reports will be made on an as-needed basis. As updates occur, all WYO Companies and the NFIP Servicing Agent will be notified.

For more information regarding Leased Federal Properties, please refer to the new LFP Section in the October 1, 2009, *Flood Insurance Manual*.

If you have any questions, please contact the NFIP Bureau and Statistical Agent Underwriting Department at [iServiceUnderwriting@ostglobal.com](mailto:iServiceUnderwriting@ostglobal.com).

cc: Vendors, IBHS, FIPNC, Government Technical Representative

Suggested Routing: Marketing, Underwriting, Technical/Data Processing

Attachments

## **Leased Federal Property Data for All Addresses**

### **I. DESCRIPTION OF FUNCTIONALITY**

This report allows the users to view the Leased Federal Property information for all addresses based on the Transaction Record Reporting and Processing (TRRP) cycle date.

For more information on Leased Federal Property, please refer to the new Leased Federal Property section in the *Flood Insurance Manual* effective October 1, 2009.

### **II. REPORT FIELDS**

<b>Field Label</b>	<b>Description</b>
Address1	This represents Line 1 of the Property Address.
Subdivision	This represents the Subdivision Name of the Property.
City	This represents the City of the Property.
State	This represents the State of the Property.
Zip Code	This represents the Zip Code of the Property.
Declare Date	This represents the date on which this property was identified as Leased Federal Property.
Risk Rating Method	This represents the Risk Rating Method.

## **Leased Federal Property Data for Active Policies** **(Including Expired Policies Within 90 Days)**

### **I. DESCRIPTION OF FUNCTIONALITY**

This report allows the users to view the Leased Federal Property information for all active policies (including expired policies within 90 days) based on the TRRP cycle date.

The policies in this report are sorted in the order of Vendor, Company, and Owner. This report also displays the Total Count of LFP Policies for each Company.

For more information on Leased Federal Property, please refer to the new Leased Federal Property section in the *Flood Insurance Manual* effective October 1, 2009.

### **II. REPORT FIELDS**

<b>Field Label</b>	<b>Description</b>
Vendor	This represents the Vendor Name.
Address 1	This represents Line 1 of the Property Address.
City	This represents the City of the Property.
State	This represents the State of the Property.
Zip Code	This represents the Zip Code of the Property.
Owner Name	This represents the Owner's name.
Declare Date	This represents the date on which this property was identified as Leased Federal Property.
Policy Expiration Date	This represents the Policy Expiration Date.
Risk Rating Method	This represents the Risk Rating Method.
Company Name	This represents the Company Name.
Policy Number	This represents the Policy Number.