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To: Existing and Potential Depopulation Participants

RE: Requirements for Requesting Approval to Participate in the Depopulation Process

In order for a company to request approval from the Office to participate in the Citizens Depopulation Program, a company must submit a request to the Office containing the following information and/or documentation. **In order to allow the Office adequate time to review a company's request for approval, all of the below information must be received by the Office by the scheduled deadline for each corresponding assumption date.**

1. Depopulation Plan – The company should include:
 - The number of policies to be assumed;
 - From which Citizens account the policies will come from (Personal Lines Account, Commercial Lines Account, Coastal Account) and the number to be assumed from each account;
 - The type(s) of policies to be assumed (HO3, HW2, DP3, etc.);
 - The Company's underwriting criteria; and,
 - The iFile log numbers that correspond with the policy types that the Company is targeting. **Please note that all applications received that do not have relevant forms and rates filed with the Office will not be considered.**
2. 2 catastrophe models (ex. AIR, Equecat, RMS) which include up-to-date policy in force data, combined with all requested/approved policies outstanding for assumptions in which final policy counts are unknown
3. Reinsurance chart which reflects reinsurance to the 100-year PML
4. Cover notes or reinsurance agreements with signed Interest & Liabilities Agreements
5. Name of the insurer's reinsurance broker

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6. Top reinsurers the insurer plans to use, which shows ratings and whether authorized, unauthorized or certified
7. Updated quarterly financial projections. These should project at least three quarters from the most recent quarter submitted to the Office, and reflect all of the requested/approved policies outstanding for assumptions in which final policy counts are unknown (**please use the UCAA Proforma Financial Statement format**)
8. A breakdown, by county, of the number of policies to be assumed
9. The proposed Opt-Out Letter and Form that the Company wishes to use in conjunction with the Takeout, along with the updated coverage comparison
10. For commercial residential requests, companies must provide a summary of management's experience in this line of business
11. Any additional information the Office may determine is needed to review the company's request