



Hawaii Property Insurance Association

700 Bishop Street Suite 1100 Honolulu, HI 96813

NEW BUSINESS SUBMISSION SUPPLEMENTAL INFORMATION and CHECKLIST

The following forms are **REQUIRED** for a new business submission and must be signed and dated by **BOTH** the applicant and agent for a complete submission. EMAIL submission to hpia@marsh.com.

- Completed Acord Application
- HPIA Replacement Cost Estimator (RCE) – version HPIA 1006 09/22
- New Business Submission – Supplemental Information and Checklist
- Two (2) current, clear and bright color photos (front & rear view of all structures)
- One (1) current, clear and bright color photo of water catchment tank (if applicable) (*minimum 8K gallons*)
- Homeowners/Dwelling Fire Supplemental Questionnaire (if dwelling is more than 30 years old)
- Signed Acknowledgement of Hurricane, Flood & Earthquake coverage exclusion
- Indicated Premium (ICE Rating or Quote provided by HPIA)
- OPUS
- County Tax Record or MLS
- **For DP-2 COC, DP-2 Secondary Residences, HO-4 and HO-6 submissions, see new business reference guide for additional information that is required**

1. Are there any other structures on the premises (i.e. fences, carport, workshop, playhouse, etc)?
If **YES**, please describe: _____
(NOTE: If YES, two (2) current clear and bright color photos of each structure are REQUIRED)
2. Are **ALL** structures permitted that require a permit (additions, attachments, carport, other)?
If **NO**, please explain _____
3. If Public Protection Class (PPC) 10, provide water source below (*minimum 8K gallon for catchment tanks*):
If source is a water catchment tank, provide number of gallons the tank holds _____
If no catchment, what is water source? _____
4. Are Albizia trees present on the property OR on neighboring properties that share the property line?
If **YES**, photos of the dwellings with trees in the landscape must be provided.
If **YES**, do any Albizia trees present a hazard to any structure (i.e. will they fall on any structure)?
5. Two (2) standard market declinations are **REQUIRED**. Provide the name of the two insurance companies that declined the submission.
Carrier Name 1 _____ Carrier Name 2 _____
6. Is this a Homeowners submission?
If **YES**, is this a new purchase?
If **YES**, is the dwelling the **owner's primary** residence and owner-occupied on a daily basis?
7. Is this a Dwelling Fire submission?
If **YES**, is this a new purchase?
If **YES**, is the dwelling currently or will be in the future rented out for **LESS than 6 months at a time**?
Dwellings used as short-term rentals, ie Airbnb, VRBO are considered businesses and are ineligible for coverage.
8. Is any business conducted on the property?
If **YES**, please explain _____
9. Is ownership under a Trust? (*the trust will be the named insured*)
If **YES**, provide the full name of the Trust) _____

Applicant's Signature _____ Applicant's Name _____ Date _____

Agent's Signature _____ Agent's Name _____ Date _____

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