



# Hawaii Property Insurance Association

700 Bishop Street Suite 1100 Honolulu, HI 96813

## NEW BUSINESS SUBMISSION SUPPLEMENTAL INFORMATION and CHECKLIST (Please circle Yes/No, fill in blanks, sign and date)

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](mailto: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)? **Yes / No**  
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)? **Yes / No**  
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? **Yes / No**  
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)? **Yes / No**
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? **Yes / No**  
If **YES**, is this a new purchase? **Yes / No**  
If **YES**, is the dwelling the **owner's primary** residence and owner-occupied on a daily basis? **Yes / No**
7. Is this a Dwelling Fire submission? **Yes / No**  
If **YES**, is this a new purchase? **Yes / No**  
If **YES**, is the dwelling currently or will be in the future rented out for **LESS than 6 months at a time**? **Yes / No**  
*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? **Yes / No**  
If **YES**, please explain \_\_\_\_\_
9. Is ownership under a Trust? **Yes / No** (*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 \_\_\_\_\_

### Hawaii Property Insurance Association

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