

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

TABLE OF CONTENTS

<u>Value Plus Liability Endorsement</u>		<u>Value Plus Physical Damage Endorsement</u>	
<u>Section</u>	<u>Page</u>	<u>Section</u>	<u>Page</u>
Accidents	15	Non-Owner Coverage	12
Application Submission	3	Non-Resident Agents	3
		Non-Sufficient Funds Checks	20
Binding Authority	3		
Bodily Injury Coverage	8	Payment Methods	17
Business Use / Artisan Use Guidelines	7	Payment Plans	17
		Personal Injury Protection Coverage	9
Cancellations	19	Policy Period	4
Changes and Endorsements	18	Property Damage Coverage	8
Claims Service	2		
Collision Coverage	9	Rate Capping	19
Commission	4	Rating Territories	4
Comprehensive Coverage	9	Reinstatements	19
Contact Information	2	Renewal Reinstatements	18
Coverage Options	8	Renewals	18
Custom Equipment Coverage	10	Renewal Underwriting	18
Customer Service	2	Rental Reimbursement Coverage	9
		Rewrites	20
Discounts – Policy, Driver, Vehicle	13		
Documentation Retention & Audit Requirements	3	Second Named Insured	4
Driver/Vehicle Assignment	4	Severe Weather Binding Authority	3
Driver Record Points	15	Surcharges – Driver and Vehicle	14
		Suspension of Coverage	20
Electronic Equipment Coverage	10		
Eligibility – Policy, Driver and Vehicle	6	Total Loss	19
Excess and Outstanding Balances	19	Towing and Labor Costs Coverage	9
Fees	18	Unacceptable Risks – Policy, Operator, Vehicles and Coverage	5
Financial Responsibility Filings	8		
Flat Cancellations	19	Underwriting Experience Period	15
		Underwriting Segment Assignment	6
Limits and Deductibles	12	Uninsured-Underinsured Motorist Coverage	9
Material Misrepresentation	4	Upload Procedures	3
Medical Payments Coverage	9	Value Plus Liability Endorsement	10
		Value Plus Physical Damage Endorsement	11
Named Driver Exclusion	7		
		Vehicle Symbols	4
		Violations	16

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

CUSTOMER SERVICE

All endorsements are to be processed via **MENDOTA**^{MAX}® with a few exceptions which are listed below.

We will bill the Named Insured directly for any additional premium and the due date will be shown on the bill. The amount billed will charge enough premium to cover up to the next installment billing due date. If the premium is not paid, the policy will be subject to cancellation. Return premiums will be reflected in the next installment or will be returned by check, if no installments are remaining.

Please inform us of policy endorsements (midterm increases or decreases in exposure, such as addition or deletion of drivers, vehicles, etc.) within 3 days of the Named Insured's notification to you.

The following requests must be submitted to the company via fax and are effective upon receipt:

- Reduction or elimination of coverage that requires a signed form.
- Deletion or exclusion of drivers.
- Cancellation of policy – Named Insured's signature with written request to cancel is required.

CLAIMS SERVICE

Please have your insured immediately report all losses directly to Mendota. Losses can be reported 24 hours a day, 7 days a week. In the event of an accident, policyholders will receive fast, expert service from one of our experienced claims examiners.

Claims can also be reported on line at www.MyMendota.com.

CONTACT US

All Contact information is found on the "Contact Us" link on **MENDOTA**^{MAX}® or by clicking the link below:

[Click Here for All Contact Information](#)

Contact information is available regarding:

- Customer Service
- Payment Mailing Address
- Business Development Managers
- Claims
- Technical Support
- Hours of Operation

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

APPLICATION SUBMISSION

UPLOAD PROCEDURES AND BINDING AUTHORITY

- Qualifying risks may be bound at the time and date on which the application is completed in full, is signed, and the required deposit premium is paid by the Named Insured.
- Agent binding authority is 3 business days from the policy effective date. The application and required payment must be uploaded within 72 hours of the policy effective date.
- The Named Insured's social security number is optional upon upload. However, providing an accurate social security number may allow for a more competitive price. We require that you have the Named Insured sign the application and any supplemental forms and retain in your files.
- Effective dates prior to the date the application is bound by the producer and signed by the Named Insured are not acceptable.
- Paper applications are unacceptable. All policies must be uploaded via **MENDOTA^{MAX}**.
- When a policy is successfully uploaded, the agent receives immediate confirmation, including a policy number.
- Signed documentation must be kept on file in the agent's office. Documentation must be made available in the event of a claim or company audit.
- Agents do not have the authority to bind the company on physical damage coverage mid-term on an existing policy unless an inspection is completed and appropriate documentation is kept in the agent's files. Any existing damage must be indicated on the change application. This change can only be processed by contacting Customer Service.
- The agent's or insured's bank account will be swept no earlier than 3 days after the policy is uploaded for the amount indicated on the application.
- Brokered business is not acceptable.
- Risk cannot be bound if it appears as *unacceptable, ineligible, or submit for approval* in this manual.

NON-RESIDENT AGENTS

Non-resident agent licensing is only available with prior approval by company representatives.

SEVERE WEATHER BINDING AUTHORITY

No new physical damage coverage or increase to existing physical damage coverage (including reduction of deductibles) may be bound on any risk or exposure located in an area for which a hurricane, tornado or other severe weather watch or warning has been posted. Normal binding authority will resume after the watch and/or warnings are lifted. Every auto written with physical damage coverage within 72 hours after the warnings are lifted must be inspected to determine if there is existing damage. The inspection and any damage must be indicated on the application.

DOCUMENTATION RETENTION AND AUDIT REQUIREMENTS

Proper documentation must be maintained in your files and provided to the company upon request. Documents should be maintained in your files for a period of five years after policy expiration. All e-signed documents will be stored and available on **MENDOTA^{MAX}**. If e-signed documents are not completed within 3 days, the new business application will be cancelled by the Underwriting Department. Use the guide below for documentation retention.

Maintain in Agency Files and available for audit:

- ▶ Signed and dated application
- ▶ Signed SUPPLEMENTARY AUTOMOBILE APPLICATION – UM/UIM - FLORIDA
- ▶ Signed SUPPLEMENTARY AUTOMOBILE APPLICATION – PIP – FLORIDA
- ▶ Signed SUPPLEMENTARY AUTOMOBILE APPLICATION – BI - FLORIDA
- ▶ Signed EFT form
- ▶ Proof of Home/Condo/Mobile Home ownership:
 - HO Dec page
 - Mortgage Statement
 - Real estate tax info
 - Copy of Property title
 - Print out from County Assessor Web Site
- ▶ Proof of Prior Insurance:
 - Renewal Notice
 - Dec page with limits displayed
 - Non-renewal Notice

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

- ▶ Vehicle Inspection forms

If documents must be faxed to the company, **MENDOTA^{MAX}** will print a FAX cover sheet with the application, which will list the documents that must be faxed immediately. For Proof of Prior documentation use fax #: (866) 385-0553.

Periodic audits will be done on random files by the company. These audits will either be done on-site by company representatives or requested to be sent to the company for documents listed on the prior page. Documentation must be sent within 2 business days for requested materials.

MATERIAL MISREPRESENTATION OF RISK

Misrepresentation is insurance fraud! We expect applicants to truthfully and fully complete an application for insurance. If misrepresentation is discovered, we will cancel the policy and collect the additional premium due from inception. A misrepresentation may also prevent recovery under the contract or policy if:

- The misrepresentation, omission, concealment, or incorrect statement is fraudulent or is material either to our accepting the risk or the hazard we assume; or
- If we had known the true facts we would not have issued the policy, would have charged a higher premium, or would not have issued the policy with the same coverages or coverage limits.

COMMISSIONS

Commission levels may vary from new business to renewals. Please refer to your most recent commission schedule for your current commission level.

POLICY PERIOD

Six (6) month policy terms are available.

RATING TERRITORIES

Rating territories are defined by zip code. Use the zip code in which the vehicle is principally garaged. P.O. boxes are not acceptable as garaging locations.

VEHICLE SYMBOLS

For rating purposes, every vehicle is assigned a Make/Model/Style code. Refer to the company's Vehicle Symbol Manual to determine the appropriate code for the vehicle. Liability, Comprehensive, Collision, and PIP are rated using the Make/Model/Style code assigned. The first two characters of the code denote the make of the vehicle, the middle two characters denote the model, and the last two characters denote the style.

- Named Operator Policies (Named Non-Owner) are rated with the Make/Model/Style code of "666666" for all coverages.
- Vehicles with model years 1981 and older are rated with the Make/Model/Style code of "696969" for all coverages.

DRIVER / VEHICLE ASSIGNMENT

Drivers are assigned by the highest rated licensed operator to the highest rated vehicle. Points are developed for each operator separately.

SECOND NAMED INSURED

Two named insureds are acceptable.

- The second Named Insured does not need to be the spouse of the Named Insured.
- The second Named Insured must have an ownership interest in a vehicle covered on the policy.

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

UNACCEPTABLE RISKS - NEW BUSINESS

INELIGIBLE POLICIES

- Policy may not be financed through a premium finance company.
- Vehicles from more than one household may not be listed on a single policy.
- Two or more Mendota policies in the same household is unacceptable with the following exceptions:
 - children who own their own vehicles, or
 - unrelated residents/roommates.
- Policy may not have an Estate, Receivership, Corporation, or Partnership as named insured.
- Physical Damage only policies are unacceptable. Physical Damage only coverage is allowed on an individual vehicle after the initial New Business policy has been written and only if it is a multi-vehicle policy and at least one other vehicle affords full coverage (liability and physical damage).
- Stated value physical damage is unacceptable.
- Policies with more than 5 vehicles are unacceptable.
- New business policies where the total number of all Personal Injury Protection (PIP) claims for all operators (including those excluded from coverage) exceeds one during the past 5 years are unacceptable..

INELIGIBLE OPERATORS

- Named insureds who have never been licensed (spouse never licensed is acceptable).
- Any operator with a revoked driver's license.
- Any operator who has been convicted of insurance fraud.
- Any operator with violations and accidents totaling more than 30 Driver Record Points.
- Any operator with 3 or more accidents, regardless of fault, during the experience period.
- Any operator on a new business policy with more than 1 PIP claim during the past 5 years, including those excluded from coverage.

INELIGIBLE VEHICLES

- Vehicles that have limited production or unique construction.
- Vehicles that are exotic specialty vehicles.
- Vehicles with prior damage that may affect their safe operation.
- Vehicles used for racing or that have been modified or customized for the purpose of participating in any type of competition: show, speed, sound, time events, etc.
- Vehicles with modified suspensions which jump, rock, or bounce.
- Vehicles with suspensions modified with lift kits greater than four inches.
- Vehicles manufactured for sale outside of the United States (gray market).
- Vehicles used for pickup or delivery of goods, Uber/Lyft or other transportation network companies, limousine or taxi service, for hire, emergency service or any commercial use. This includes transporting nursery or school children, migrant workers, hotel/motel guests or entertainers and/or equipment.
- Vehicles equipped with cooking equipment or bathrooms.
- Vehicles which are regularly made available to non-listed drivers.
- Vehicles equipped for snow plowing.
- Vehicles not titled in Florida or garaged outside of Florida for more than two months per year.
- Vehicles classified as kit cars, aluminum or stainless steel cars, hot rods, or vehicles substantially modified or structurally altered to change appearance or performance.
- Vehicles leased or rented to other operators by the applicant.
- Flat bed, stake or modified trucks; step, panel, or cutaway vans; motorhomes; or converted buses.
- Vehicles with a load capacity greater than 1 ton or gross vehicle weight greater than 12,000 pounds.
- Vehicles with more or fewer than 4 wheels.
- Vehicles not found in the company defined symbol pages, except newly released vehicles from a major manufacturer.

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

INELIGIBLE COVERAGES:

- Vehicles over 20 years of age are unacceptable for Comprehensive or Collision coverage.
- Salvaged or reconstructed vehicles are unacceptable for physical damage coverage, though they may be written for liability only coverage.
- Vehicles in the following counties must be inspected prior to physical damage coverage being bound:
 - Broward
 - Duval
 - Orange
 - Pinellas
 - Dade
 - Hillsborough
 - Palm BeachWhenever inspections are conducted, in ANY Florida county, the inspection reports must be maintained in the agency files and be made available in the event of a claim or company audit.

POLICY ELIGIBILITY

There must be a verifiable garaging location for each vehicle. A post office box garaging address is not acceptable.

DRIVER ELIGIBILITY

- All licensed operators in the household, all other regular operators of the vehicle, permit holders, and all residents of the household age **14** and older must be listed on the application. A regular operator includes, but is not limited to, any person not listed on the Declarations Page who has regular or frequent care, custody or control of the insured auto. You must give us notice to add any regular operator to the policy within four days from that person's first use of the insured auto as a regular operator.
- All operators must have a valid driver's license. Valid foreign and international driver's licenses are acceptable (surcharge applies), as are suspended U.S. driver's licenses with an SR-22.
- All drivers must be Florida residents.

VEHICLE ELIGIBILITY

- Vehicles must be private passenger automobiles owned or leased by an individual, husband and wife resident of the same household, or jointly by two or more resident operators.
- Pickups rated one ton or less, vans, and utility type vehicles used only as private passenger vehicles are also eligible provided such vehicles are not used in the occupation, profession, or business of the insured other than farming/ranching.

UNDERWRITING SEGMENT ASSIGNMENT

Policies will automatically be assigned to an underwriting segment based upon:

PRIOR INSURANCE

Prior Insurance incorporates the following criteria:

- Whether there was private passenger automobile (PPA) liability insurance covering the primary named insured or rated spouse and providing continuous coverage for the six months immediately preceding the inception of the policy,
- Whether there was a lapse in coverage of 1 to 30 days, or 31 or more days prior to the inception of the policy even if there was no need to carry prior insurance with the exception of deployed military personnel, and
- Whether the prior PPA insurance policy was written with Bodily Injury (BI) coverage, and if so, if the BI limits were at the minimum (10/20 or 25/50) or greater than the minimum.

Note: Proof of private passenger automobile liability insurance from Mendota is unacceptable, unless one of the following conditions is met:

- The Named Insured is moving from another state.
- The Named Insured is listed on another Mendota or Mendakota policy for at least a continuous six month period and the other policy is remaining in-force (e.g. child coming from a parents' policy or parent coming from a child's policy).

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

PURCHASE OF BODILY INJURY COVERAGE

Policies may be assigned to a different underwriting segment depending on whether they include Bodily Injury coverage. Bodily Injury coverage cannot be added or deleted mid-term, as policy underwriting tier assignment cannot change mid-term.

BUSINESS USE / ARTISAN USE GUIDELINES

- If the business use consists solely of carrying tools and supplies between the insured's residence and a job site, an **Artisan Risk** is acceptable if **ALL** of the following apply:
 - the vehicle is individually owned,
 - the vehicle is operated solely by the Named Insured and covered family members,
 - the Named Insured has no more than one vehicle in this category,
 - the vehicle visits no more than three job sites per day,
 - the vehicle is not used to transport explosives, chemicals, or flammable materials,
 - the vehicle is not used to transport more than 500 pounds of supplies or equipment,
 - there are no ladders on the outside of the vehicle, and
 - the vehicle has no visible signs or business logos.
- The following vehicles are acceptable for **Business Use**:
 - vehicles used by sales or service representatives, or for consumer oriented direct home sales on a full-time basis (e.g., Avon, Mary Kay, Tupperware);
 - vehicles used for mail delivery;
 - vehicles used by real estate or insurance agents, lawyers, doctors, accountants, or other professionals visiting multiple locations;
 - vehicles owned by the insured and used by domestic employees (e.g., maids, chauffeurs);
 - vehicles used in a business for occasional errands.

NAMED DRIVER EXCLUSION

- A specific named driver may be excluded from all coverage. The Named Insured must sign the Named Driver Exclusion endorsement and list the excluded named operator(s). The exclusion will apply to the new business policy term and all subsequent renewals and may only be superseded by an endorsement request to add the excluded person(s) to the policy as a driver.
- To exclude a specific named driver during the policy term, submit a properly completed and signed Named Driver Exclusion endorsement showing the effective date of the change. An amended declarations page will be issued. The exclusion endorsement will only be superseded by a request to add the excluded person(s) to the policy as a driver.
- Any resident, age 14 and older, not listed on the policy declarations page as covered must be excluded.
- A surcharge will be applied to PIP and Property Damage coverages on all policies with excluded persons.
- The following restrictions apply:
 - An SR-22 filing will not be made for an excluded driver.
 - Named Insureds may not be excluded, though spouses who have never been licensed may be excluded.
 - Exclusion endorsements do not apply to PIP or Property Damage coverage up to \$10,000 coverage.
 - PIP/PD only policies are not eligible for the Named Driver Exclusion endorsement.

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

FINANCIAL RESPONSIBILITY FILINGS

Financial Responsibility Filings may be made for any resident operator if required, provided the driver is not excluded from the policy.

- Two types of SR-22 Filings are permitted under the statutes in Florida, a normal SR-22 and a non-cancelable SR-22S.
- Any operator requesting a filing must have a verifiable driving record.
- Policies requiring an SR-22 must carry a minimum of 10/20 Bodily Injury and 10 Property Damage (000s) limits.
- The Company will issue a SR-26 cancellation upon lapse or expiration of the policy.
- The fee for each filing is listed in the [FEES](#) section of this guide and is fully earned and non-refundable in the event of policy cancellation.
- Mendota does not currently offer 100/300/50 Bodily Injury/Property Damage limits within the Value Policy Auto program. Given these are the minimum limits required for an FR-44 filing, the Company will not issue an FR-44 in this program.

COVERAGE OPTIONS

POLICY MINIMUMS

- All private passenger automobile policies are required to have Property Damage liability and Personal Injury Protection coverages at the state required minimum limits (with the exception of [Named Operator](#) policies).
- Bodily Injury, Property Damage, Uninsured-Underinsured Motorist, Personal Injury Protection, Towing and Labor Costs, and Rental Reimbursement limits must be the same on all vehicles on a multi-car policy.

Bodily Injury Liability Coverage (BI)

- All vehicles insured for Bodily Injury must also include Personal Injury Protection and Property Damage (with the exception of [Named Operator](#) policies).
- Available limits are outlined in the [Limits and Deductibles](#) section.
- Coverage Specifications:
 - Only the Named Insured(s) and FAMILY members will be entitled to coverage in excess of minimum limits, unless the Value Plus Liability Endorsement is purchased.
 - Coverage is limited to state minimum limits if the insured person was DWI/DUI at the time of the accident, unless the Value Plus Liability Endorsement is purchased.
- Coverage Rejection - If a Named Insured wishes to reject Bodily Injury liability coverage, then the Named Insured must sign the SUPPLEMENTARY AUTOMOBILE APPLICATION – BI - FLORIDA.

Property Damage Liability Coverage (PD)

- Property Damage is a mandatory coverage.
- Property Damage limits cannot exceed the BI limit selected, with the exception of the BI/PD combination 10k/20k BI with 25k PD, which is acceptable.
- Coverage Specifications:
 - Only the Named Insured(s) and FAMILY members will be entitled to coverage in excess of minimum limits, unless the Value Plus Liability Endorsement is purchased.
 - Coverage is limited to state minimum limits if the insured person was DWI/DUI at the time of the accident, unless the Value Plus Liability Endorsement is purchased.

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

Uninsured-Underinsured Motorist Liability Coverage (UM/UIM)

- Uninsured-Underinsured Motorist coverage can only be written on policies providing Bodily Injury and Property Damage coverages.
- Uninsured-Underinsured Motorist limits cannot exceed the Bodily Injury limits selected.
- Coverage Rejection and Lower Limits - If a Named Insured wishes to: 1) reject Uninsured-Underinsured Motorist liability coverage, 2) purchase lower limits of Uninsured-Underinsured Motorist than Bodily Injury, or 3) purchase Non-Stacked Uninsured-Underinsured Motorist liability coverage, then the Named Insured must sign the SUPPLEMENTARY AUTOMOBILE APPLICATION – UM/UIM - FLORIDA. If the form is not signed, coverage will be added at the Bodily Injury limits provided on the policy with Stacked Uninsured-Underinsured Motorist liability coverage.

Medical Payments Coverage (MED)

- This is an optional coverage and can only be purchased when liability coverage is purchased.
- There is no coverage if the insured person was DWI/DUI at the time of the accident.

Personal Injury Protection Coverage (PIP)

- This coverage is mandatory on all policies (with the exception of [Named Operator](#) policies).
- PIP can be chosen to include coverage for either the Named Insured Only or the Named Insured and Resident Relatives.
- Deductible options of \$0, \$250, \$500 and \$1000 are available for PIP.
- Work Loss coverage can be excluded from PIP.
- The elected deductible or work loss exclusion must be the same for all vehicles on a multi-car risk.
- Basic PIP coverage is as follows:
 - \$10,000 limit,
 - 80% for medical expenses,
 - 60% for wage loss, and
 - \$5,000 Death Benefit.
- Extended PIP coverage is available. There are two options available for Extended PIP:
 - Option R1 provides 100% for medical expenses. All other limits remain equal to Basic PIP.
 - Option R2 provides 100% for medical expenses and 80% for wage loss. All other limits remain equal to Basic PIP.
 - Option R2 is not available if Work Loss coverage is excluded.
 - Wage loss coverage is limited to 60% for all insured persons other than the Named Insured(s) and family members.
- Coverage Election - If a Named Insured wishes to: 1) waive Work Loss benefits, 2) select a deductible option, or 3) purchase Extended PIP, then the Named Insured must sign the SUPPLEMENTARY AUTOMOBILE APPLICATION – PIP - FLORIDA. If the form is not signed, coverage will be at the Basic PIP limits with no deductible and including Work Loss benefits.

Comprehensive Coverage (COMP)

- Comprehensive coverage must be written with a deductible.

Collision Coverage (COLL)

- Collision coverage must be written with a deductible.
- Collision coverage cannot be written without Comprehensive coverage.

Rental Reimbursement Coverage (RENT)

- Rental Reimbursement coverage cannot be written without Comprehensive and Collision coverages.

Towing and Labor Coverage (TOW)

- Towing and Labor Costs coverage cannot be written without Comprehensive and Collision coverages.

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

Custom Equipment Coverage (CSEQ)

- Custom Equipment coverage cannot be written without both Comprehensive and Collision coverages.
- Coverage Specifications - Custom Equipment coverage provides physical damage coverage for custom parts or equipment, devices, and accessories. This includes any equipment, other than electronic equipment, that is not provided by the original manufacturer or new car dealer, but which is permanently installed. Examples include, but are not limited to: ground effects, after-market lights; spoilers; carbon fiber panels or hoods; hydraulic lifts; custom exhaust equipment; chrome or alloy wheels; special or wide tires or slicks; sun, moon, t-bar or height-extending roofs; bubble domes or windows; refrigeration; cooking equipment; furnishings; equipment used for sleeping; custom paint, murals, decals, graphics; and special carpeting.
- All items covered under Custom Equipment coverage must be described in the application.
- All items to be covered under Custom Parts and Equipment coverage must be permanently installed on the vehicle. Equipment designed to be removed (nose cover, magnetic antenna, etc.) is not eligible for Custom Equipment coverage.

Electronic Equipment Coverage (ELEQ)

- Electronic Equipment coverage cannot be written without both Comprehensive and Collision coverages.
- Coverage Specifications - Electronic Equipment coverage provides physical damage coverage for electronic equipment, devices, and accessories. This includes any equipment, other than custom equipment, that is not provided by the original manufacturer or new car dealer, but which is permanently installed. Examples include, but are not limited to: radios, stereos, tape decks, compact disc systems, MP3 devices, any other sound system, navigation systems, internet access systems, personal computers, DVD devices, VCRs, cameras, telephones, microphones, televisions, two-way mobile radios, scanners, or citizen-band radios and their accessories.
- All items covered under Electronic Equipment coverage must be described in the application.
- All items to be covered under Electronic Equipment coverage must be permanently installed on the vehicle. Equipment designed to be removed (pull-out stereos, etc.) is not eligible for Electronic Equipment coverage.

Value Plus Liability Endorsement – Endorsement FL02

- The Value Plus Liability Coverage endorsement can only be purchased on policies providing Bodily Injury and Property Damage coverages.
- Coverage Specifications - This endorsement expands liability coverage by providing additional coverage features. The Value Plus Liability Coverage endorsement:
 - Increases notification time up to 14 days for both additional acquired autos and replacement autos;
 - Raises the age of a dependent child as a family member from under age 23 to under age 26;
 - Eliminates the step-down to state minimum FR limits feature which applies to insureds other than family members;
 - Extends the limit of liability for legal liability to the lessor to 100/300/50 (applies to lessor only); and
 - Eliminates the step-down to state minimum FR limits feature which applies to any insured involved in a DWI or DUI accident.
- The Value Plus Liability Coverage endorsement (FL02) must be attached to the policy.

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

Value Plus Physical Damage Endorsement – Endorsement FL03

- The Value Plus Physical Damage Coverage endorsement can only be purchased on policies with vehicles purchasing Comprehensive or Collision coverage.
- Coverage Specifications - This endorsement expands physical damage coverage by providing additional coverage features. The Value Plus Physical Damage Coverage endorsement:
 - Increases notification time up to 14 days for both additional acquired autos and replacement autos;
 - Provides automatic excess coverage for a non-owned rental vehicle rented for less than 30 days by the Named Insured or a family member;
 - Includes up to \$1,000 of coverage for either Custom Equipment or Electronic Equipment;
 - Provides for the use of new OEM parts on vehicles up to five years old;
 - Increases the maximum storage limit to \$750 for any one loss; and
 - Eliminates the deductible for a total theft loss if On-Star or other Vehicle Recovery System aids in the recovery of the vehicle.
- The Value Plus Physical Damage Coverage endorsement (FL03) must be attached to the policy.

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

Named Operator Policy Endorsement (NON-OWNER COVERAGE) – Endorsement FL04

- Coverage Specifications - Named Operator policies provide liability protection (BI, PD, UM/UIM) for an individual who does not own a vehicle or have access to any personal use vehicles on a regular basis.
 - Coverage is provided for the Named Insured only. There is no coverage for spouses, resident relatives or permissive users.
 - BI and PD coverage is mandatory.
 - Med Pay coverage is available, but not required. PIP Coverage is not available.
 - UM/UIM limits cannot exceed the BI limits. If a Named Insured wishes to: 1) reject Uninsured-Underinsured Motorist liability coverage, 2) purchase lower limits of Uninsured-Underinsured Motorist than were selected for Bodily Injury, or 3) purchase Non-Stacked Uninsured-Underinsured Motorist liability coverage, then the Named Insured must sign the SUPPLEMENTARY AUTOMOBILE APPLICATION – UM/UIM - FLORIDA. If the form is not signed, coverage will be added at the Bodily Injury limits provided on the policy with Stacked Uninsured-Underinsured Motorist liability coverage.
- Named Operator must not own or have regular access to any personal use vehicles.
- Named Operator policies are not available if the Named Insured operates a vehicle used for business or artisan use.
- A separate Named Operator policy is required for each spouse or resident relative.
- The Non-Owner Coverage endorsement (FL04) must be attached to the policy.

LIMITS AND DEDUCTIBLES

Liability Coverages

Bodily Injury (\$000)	Property Damage (\$000)	Uninsured-Underinsured Motorist Stacked (\$000)	Uninsured-Underinsured Motorist Non-Stacked (\$000)	Medical Payments (\$000)
10/20	10	10/20	10/20	500
25/50	25	25/50	25/50	1,000
50/100	50	50/100	50/100	2,000
				5,000
				10,000

PIP Coverage

PIP	Limit	Medical Expense Reimbursement	Work Loss Reimbursement	Death Benefit	Exclude Work Loss Option	Deductible Options
Basic PIP	\$10,000	80%	60%	\$5,000	Yes	\$0 \$250 \$500 \$1,000
Extended PIP (R1)	\$10,000	100%	60%	\$5,000	Yes	\$0 \$250 \$500 \$1,000
Extended PIP (R2)	\$10,000	100%	80%	\$5,000	No	\$0 \$250 \$500 \$1,000

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

Physical Damage Coverages

Comprehensive (Deductible)	Collision (Deductible)	Custom Equipment	Electronic Equipment	Rental Reimbursement	Towing and Labor	
100	100	500	500	\$20 Per Day \$600 Maximum Limit	\$50 Per Disablement	
200	200	1000	1000		\$30 Per Day \$900 Maximum Limit	\$75 Per Disablement
250	250	1500	1500			
500	500	2000	2000	\$40 Per Day \$1200 Maximum Limit		
1000	1000	2500	2500			
		3000	3000			
		3500	3500			
		4000	4000			
		4500	4500			
		5000	5000			

POLICY DISCOUNTS

The following discounts vary by coverage, underwriting tier, and by combination of other policy discounts:

HOMEOWNERS

Named Insured must own a home or condominium, it must be their primary residence, and all insured vehicles must be garaged at the home.

MOBILE HOMEOWNERSHIP DISCOUNT

Named Insured must own a mobile home and it must be their primary residence, and all insured vehicles must be garaged at the home.

MULTI-CAR

Two or more vehicles are insured on the policy for at least personal injury protection and property damage coverages.

PAID-IN-FULL

- Credit will apply on new business when the company receives the full quoted premium amount with the completed application.
- This credit will apply at renewal provided payment of the full renewal premium is received prior to the renewal effective date.
- *Premium Financing is not acceptable.*

DRIVER DISCOUNTS

ACCIDENT PREVENTION COURSE DISCOUNT

Rated operators age 55 and over who has successfully completed a motor vehicle accident prevention course which has been approved by the Florida Commissioner of Safety.

- This course cannot be self-instructed.
- Such course must be completed within the most recent 36 months certifying successful completion of the course.
- The discount is applicable for a 36 month period following the course completion date.
- If proof of successful completion of such course is submitted within 90 days of completion, any premium modification shall become effective as of the completion date of the course.
- If certificate of completion is presented within 45 days prior to renewal, the discount shall be effective on the first day of the next renewal.
- A discount applied during a policy period shall be pro-rated over the term of the policy.
- The driver must remain free of violations and at-fault accidents.
- The course cannot be taken as punishment specified by a court or other government entity resulting from a moving traffic violation.

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

- If a policy has multiple vehicles, the discount applies only to the vehicle the operator is assigned. To continue eligibility for the discount, the rated operator must enroll in and successfully complete the approved driver accident prevention course once every 3 years, at the time of the policy renewal.

VEHICLE DISCOUNTS

AIRBAG DISCOUNT

Applies to vehicle equipped with factory installed driver side or driver and passenger side airbags.

ANTI-THEFT DEVICE

Applies to vehicles equipped with passive disabling devices to deter theft (no manual activation).

ANTI-LOCKING BRAKING SYSTEM

Applies to vehicles equipped with factory installed anti-lock brakes.

DRIVER SURCHARGES

INEXPERIENCED OPERATOR

Applies to any operator age 19 or older who has not been licensed for the previous 35 month experience period.

INELIGIBLE OPERATOR

If an operator is added to a policy midterm that does not meet the New Business Driver eligibility, this surcharge will be applied at the time of the change.

UNVERIFIABLE MVR

A surcharge is applied if an operator does not have a verifiable MVR record for the previous 35 month experience period.

NOTE: Does not apply if the policy is being charged an inexperienced operator surcharge, or if the operator is less than 19 years old.

FOREIGN LICENSE

If an operator does not have a US driver's license but does have a valid license from a foreign country, this surcharge will be applied until they obtain a valid US driver's license.

VEHICLE SURCHARGES

BUSINESS/ARTISAN USE

- Applied to any private passenger automobile used in or for business, and which qualifies for our program per our [eligible vehicle guidelines](#); or
- Applied to Pickups, Vans, and SUVs that qualify for our program per our eligible vehicle guidelines based on the definition of an [Artisan risk](#).

HIGH PERFORMANCE VEHICLE SURCHARGE

Surcharge applies to vehicle types of Porsche and Jaguar.

INELIGIBLE VEHICLE

If a vehicle is added to a policy midterm that is an ineligible make or model based on the New Business Eligibility, this surcharge will be applied.

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

DRIVER RECORD POINTS

UNDERWRITING EXPERIENCE PERIOD

- The experience period used for the determination of driver record points for accidents and convictions shall be 35 months preceding the effective date of the new or renewal policy.
- To determine if the accident or violation took place in the chargeable period, use the occurrence date rather than the conviction date.
- If multiple violations and/or accidents occur on the same day, treat as one occurrence and charge the violation or accident that develops the highest premium.
- Out of state violations and accidents are chargeable.

ACCIDENTS

- Driver Record Points shall be assigned for each at fault accident, major violation and minor violation that occurred during the experience period involving the applicant or any other current resident operator, while operating a private passenger auto, commercial vehicle, motorcycle, or recreational vehicle.
- In accordance with Florida Statute 626.9541(4)(a), minor violations, as noted in the [Driver Record Point Assignment](#) table, involving the applicant or any resident operator, while operating an auto, during the experience period, shall be assigned point values with the following restrictions:
 - If there have been 3 or more occurrences of minor violations in the previous 35 months, the third and subsequent minor violations will be charged.
 - If there have been fewer than 3 occurrences of minor violations in the previous 35 months, the first minor violation in the most recent 18 months will be waived and subsequent minor violations in the most recent 18 months will be charged.
 - If there have been less than 3 occurrences of minor violations in the previous 35 months, and only one of the violations is in the most recent 18 months, both violations are waived.
 - If all occurrences of minor violations occurred in the previous 18 months, waive the first occurrence and charge all remaining minor violations.
- Forfeitures of bail or nolo contendere pleas shall be treated as convictions in assigning points.
- Collision losses found on the CLUE report that are undisclosed at the time of application will be added to the policy. We will give notification of this finding, and proof (police report, letter from prior carrier, or proof of payment by other company) is required to verify insured was not at-fault, before the at-fault indication will be changed.
- Accidents added to the policy as not at-fault, which involve a BI and/or PD claim will require proof the insured was not at-fault.
- For accidents noted on the MVR report as at-fault, proof (police report, letter from prior carrier, or proof of payment by other company) is required to verify insured was not at-fault, before the at-fault indication will be changed.

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

DRIVER RECORD POINT ASSIGNMENT

Driver Record Points will be assigned as follows:

Incident	1 st Occ.	Add'l Occ.	Violation Point Class	Minor -FL Statute 626.9541(1)(o)(4a)
Felony or Gross Misdemeanor	4	4	MAJ	
Homicide or Manslaughter	4	4	MAJ	
Hit & Run, Leaving Scene	4	4	MAJ	
DWI	4	4	MAJ	
Driving Under Suspension	4	4	MAJ	
Drag Racing	4	4	MAJ	Y
Reckless	4	4	MAJ	
W/O Owner's Consent	4	4	MAJ	Y
Failure to Yield	3	3		Y
Following Too Close	3	3		Y
Driving on Wrong Side of Road	3	3		Y
Excess Speed	2	3		
All Other Moving Violations	3	3		Y
Fleeing from Police	4	4	MAJ	
Open Bottle	4	4	MAJ	Y
Careless	3	3		Y
Equipment	2	3		Y
Passing School Bus	3	3		Y
Speed - 15 MPH or More Over Limit	2	3		
Other Minor - Alcohol Related	2	3		
False Reporting	3	3		
Other Minor	3	3		Y
Non-Chargeable Speed	0	0		Y
At-Fault Mendota Claim	3	3		
Comprehensive Claim \$1000 or less	0	0		
Comprehensive Claim over \$1,000	0	0	NCI	
Improper Backing	3	3		Y
Improper Passing	3	3		Y
Improper Turn	3	3		Y
License/Credentials	3	3		Y
Refusal to Test	3	3		Y
Safety Violation	3	3		Y
Traffic Device/Sign	3	3		Y
At-Fault Accident	3	3		
Mendota Not At Fault Accident	0	0	NCI	
Not At Fault Accident	0	0	NCI	
Personal Injury Protection Claim	0	0		

ACCIDENTS CONSIDERED NOT-AT-FAULT (NOT CHARGEABLE)

No points are assigned for accidents occurring under the following circumstances:

- The vehicle involved in the accident was legally parked at the time of the accident. If the parked vehicle rolls from the parked position then any such accident is charged to the person who parked the auto.
- The vehicle involved in the accident was struck in the rear by another vehicle and the applicant was not convicted of a moving traffic violation in connection with this accident.
- The auto operated by the applicant or any operator is struck by a "hit-and-run" vehicle, and the applicant reported the accident to the police within 24 hours of discovering the accident.
- The applicant was not convicted of a moving traffic violation in connection with the accident, and the operator of the other vehicle was convicted of a moving traffic violation
- Accidents involving Physical Damage, limited to and caused by flying gravel, missiles, falling objects or by contact with animals or fowl.
- The applicant is not at fault as evidenced by a written statement from the insured establishing facts demonstrating lack of fault which are not rebutted by information in the insured's file from which the insurer in good faith determines that the insured was substantially at fault.
- The applicant, owner, or other operator involved in an accident is (a) determined to be 50% or less negligent, or (b) reimbursed for 50% or more of his or her damages by or on behalf of persons involved in the accident.

Mendota Insurance Company

Value Policy Auto Program
FLORIDA

- The applicant at the time of the accident was on duty as a paid or volunteer member of any Police or Fire Department, First Aid Squad or any Law Enforcement Agency.
- The applicant was in receipt of a traffic citation that was dismissed or nolle prossed.

PAYMENT PLANS

Mendota utilizes a direct bill program. Please submit all payments gross. Do not retain commission. Installment notices are sent directly to the Named Insured. Please encourage your insureds to use EFT for payments, to pay online at www.MyMendota.com, or to mail payments to the address provided on the bill. Payments must be received by the due date indicated on the bill. Any payments submitted to you by the insured directly must be uploaded via EFT to Mendota using the Web site at **MENDOTA^{MAX}**.

The following **NEW BUSINESS** payment plan options are available*:

6 MONTH POLICY TERM

<i>Payment Plan</i>	<i>Down Payment %</i>	<i># of Installments</i>	<i>Installment %</i>	<i>First Bill Due Date</i>	<i>Payment Method</i>
Paid-in-Full	100%	0	N/A	N/A	Any
5 Pay	34%	4	16.50%	27 Days	Any
5 Pay**	25%	5	15%	1 Month	Any
6 Pay**	22%	5	15.6%	25 Days	Any
6 Pay**	20%	5	16%	25 Days	Any
6 Pay	20%	5	16%	25 Days	EFT Required
6 Pay	16.67%	5	4 @ 16.67% & 1 @ 16.65%	25 Days	EFT Required

*Note: Payment plans available vary by customer. **MENDOTA^{MAX}** will display the actual plans for which the customer qualifies.

**Requires BI coverage to qualify.

RENEWALS

Renewals for customers NOT paying via EFT will be offered the choice of the Paid-in-Full pay plan or a level 6 pay monthly plan, both with the renewal down payment due on the renewal effective date. Renewals for customers paying via EFT will only be offered a level 6 pay EFT option.

EFFECT OF POLICY CHANGES ON INSTALLMENTS

Premium adjustments that result from a policy endorsement will bill the Named Insured enough premium to maintain coverage up to the next installment. The remainder of the additional premium will be equally distributed over the remaining installments.

PAYMENT METHODS

ELECTRONIC FUNDS TRANSFER (EFT)

Down payments and installments should be made to the company via EFT to the agent or insured's bank account via **MENDOTA^{MAX}**. The Named Insured will be notified as to when the account will be swept for the payment and the amount if it is from their account. The policy can be paid in full or by installments.

PAY ONLINE

Policyholders can access their policy at www.MyMendota.com to make payments or set-up their policy for future EFT billing.

CREDIT CARD PAYMENTS

The use of credit cards for payment of policy down payment or installments is available. We accept Visa, MasterCard, and Discover.

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

FEES

The Policy Fee, Late Fee, SR-22 Filing Fee, Reinstatement Fee and NSF Fee are fully earned and commission is NOT paid on these Fees.

INSTALLMENT SERVICE FEE

- EFT Required payment plans will be charged an installment fee of \$5.00 per payment.
- All Direct Bill payment plans (including EFT Optional) will be charged an installment fee equal to 1.5% of the unpaid balance due on the policy at the time of billing, not to exceed \$10, will be applied to each payment plan installment. The fee is a maximum of 18% annually.

RENEWAL REINSTATEMENT FEE

Policies reinstated with a lapse in coverage will be charged a \$10.00 fee.

NON-SUFFICIENT FUNDS (NSF) FEE

Policies with payments returned to the company for non-sufficient funds will be charged a \$15.00 NSF fee.

MIDTERM REINSTATEMENT FEE

Policies reinstated after cancellation for non-payment will be charged a \$10.00 fee.

POLICY FEE

A Policy fee of \$25.00 will be applied to new and renewal policy.

SR-22

Policies requiring an SR-22 filing will be charged a \$30.00 fee for each filing and subsequent renewal.

LATE FEE

A \$10.00 fee will be charged if the installment payment is not received within three (3) days after the due-date.

CHANGES AND ENDORSEMENTS

- The company must be notified of replacement or additional vehicles within 4 days in order for coverage to apply to these vehicles, unless the Value Plus Liability and/or Value Plus Physical Damage endorsements are purchased, in which case the notification period is 14 days.
- Endorsement requests will be effective as requested provided postmark is within 3 business days. Transactions received with a postmark greater than 3 days for the requested effective date will be adjusted to 12:01 a.m. of the date following the postmark, unless prior underwriting approval was received.
- Premium adjustments as a result of endorsement activity shall be calculated pro rata and will be billed and incorporated into future installments. If all payments have been received, premium adjustments will be billed or credited separately to the Named Insured.
- All premium adjustments reflect rates and rules in force at time of policy inception.
- Premium adjustments are made as a result of changes in autos, drivers, and coverages. Adjustments are not made mid-term for attained driver age or the addition or aging of chargeable violations.
- Reduction or rejection of any Uninsured-Underinsured Motorist coverage requires the signature of the named insured(s) on a completed SUPPLEMENTARY AUTOMOBILE APPLICATION – UM/UIM - FLORIDA. These changes will be effective no earlier than the postmark date of the request.
- Election to waive Personal Injury Protection Work Loss benefits, to select PIP deductible options, or to purchase Personal Injury Protection Coverage for 100% Medical requires the signature of the Named Insureds on a completed SUPPLEMENTARY AUTOMOBILE APPLICATION – PIP - FLORIDA. These changes will be effective no earlier than the postmark date of the request.
- Rejection of any Bodily Injury liability coverage requires the signature of the named insured(s) on a completed SUPPLEMENTARY AUTOMOBILE APPLICATION – BI - FLORIDA. These changes will be effective no earlier than the postmark date of the request.

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

- Changes to Bodily Injury or Property Damage coverage limits will also cause a corresponding change in related Uninsured-Underinsured Motorist coverage limits unless a new SUPPLEMENTARY AUTOMOBILE APPLICATION – UM/UIM - FLORIDA is received.
- Physical damage coverage may NOT be added to an existing policy mid-term unless an inspection is completed and appropriate documentation is kept in the agent's files. Any existing damage must be indicated on the change application. This change can only be processed by contacting Customer Service.

RENEWALS

RENEWAL OFFERS

The renewal payment must be received on or before the effective date of the renewal. If payment is not received by this date, the policy will expire and no further coverage will be afforded. An expiration notice will be mailed confirming that the policy has expired.

RENEWAL REINSTATEMENTS

If the renewal premium is received by the company *within* 30 days after the expiration date, the policy may be reinstated effective 12:01 a.m. the date after postmark, *with a lapse in coverage*. A policy that has been expired more than 30 days cannot be reinstated and must be treated as new business.

RENEWAL UNDERWRITING

Policies will be reviewed for underwriting segment placement at each renewal. We will not move to a higher priced underwriting segment based solely on age.

Prior insurance information will be re-evaluated every twenty-four months provided coverage does not lapse. In the event of a lapse at renewal, we will recalculate the prior insurance status if the policy was previously issued with no lapse in coverage, to incorporate the new lapse.

RENEWAL RATING

Policies will be re-rated in accordance with this manual at each renewal.

RATE CAPPING

On occasion, changes in our rating program can cause substantial increases in premium on renewal policies. Because of this, we have added a step to our rating program that will cap increases resulting from changes to our rating program. Renewal premium increases, prior to the application of additional driver points, will be capped at 100%. This process will take place at every renewal.

CANCELLATIONS, REWRITES & BALANCES

CANCELLATIONS WITHIN THE FIRST 60 DAYS

Florida Statute 627.7295 requires that no policy be canceled in the first two months of the policy term, except for total destruction or transfer in ownership of covered vehicle, up-rate in premium, unacceptable risk/underwriting cancel, nonsufficient funds, misrepresentation in application, non-payment of renewal premium or existence of duplicate coverage for the same risk.

FLAT CANCELLATIONS

Flat cancellations are not permitted after policy inception with the exception of non-sufficient funds down payment checks. Policies with down payment checks returned for insufficient funds will be voided at inception and no coverage provided. In accordance with Florida Statute 627.728(c), the Named Insured has fifteen (15) days after the Cancellation Notice is sent, to replace the initial payment check.

TOTAL LOSS

In the event of a total loss, coverage will be canceled effective one day after the loss if proof of the total loss is submitted. If proof of total loss is not submitted, the policy will be canceled if requested by the Named Insured. The effective date of such cancellation will be the later of either the postmark or the request date.

Mendota Insurance Company

Value Policy Auto Program

FLORIDA

CANCELLATIONS REQUESTED BY NAMED INSURED

Cancellations requested by the Named Insured, must be in writing and must include the Named Insured's signature. If requested by the Named Insured the effective date of the cancellation will be the later of the day received by us or the insured's requested date. If a loss payee is listed on the policy, a 10-day notice of cancellation will be sent to the loss payee. The cancellation date will be effective at the end of the loss payee's notification period.

CALCULATION OF EARNED PREMIUM

Earned premium on canceled policies is calculated based on the reason for policy cancellation. The calculation methods are detailed below:

- Insured's Request: pro-rata
- Non-Payment of Premium: pro-rata
- Company Cancel: pro-rata

REWRITE OF CANCELLED POLICIES

- Any policy which cancels mid-term for non-payment of premium may be rewritten within 30 days of the policy cancellation date, using the rewrite functionality on **MENDOTA^{MAX}**. Such policies are treated as new applications and require new business down payments.
- Any policy that has been cancelled for more than 30 days cannot be reinstated or rewritten. A new application and down payment must be submitted.

MID-TERM REINSTATEMENT OF CANCELLED POLICIES

Under certain circumstances, we allow reinstatement of eligible Personal Auto policies after mid-policy period cancellation due to nonpayment of premium. To be eligible for reinstatement, the policy must be within 10 days of the cancellation date and meet a number of additional criteria.

MENDOTA^{MAX} will indicate when a policy may be eligible for reinstatement, and direct you on how to proceed.

CHECKS NOT HONORED BY THE BANK

New Business

Policies with down payment checks returned for insufficient funds will be voided at inception and no coverage provided. In accordance with Florida Statute 627.728(c), the Named Insured has fifteen (15) days after the Cancellation Notice is sent, to replace the initial payment check.

In-Force Business

Payments returned to the company for non-sufficient funds will be charged a \$15.00 NSF fee. To keep coverage in force, replacement of the dishonored check including any NSF Fee, by certified funds (e.g., money order, cashier check) must be received prior to the cancellation date specified on the notice. If payment is not timely and the policy cancels, the insured must re-apply for a new policy. If a pending cancellation has been issued on a policy and the check is not honored by the bank, the policy will cancel based on the cancellation effective date of the original cancel notice.

EXCESS AND OUTSTANDING BALANCES

Company reserves the right to waive excess or outstanding balances of \$5.00 or less, except that the actual return premium shall be allowed at the Named Insured's request.

SUSPENSION OF COVERAGE

Suspension of coverage is not permitted under any situation.