

FLORIDA HURRICANE CATASTROPHE FUND EXPOSURE EXAMINATION – CONTRACT YEAR 2017

ADVANCE RECORDS AND INFORMATION

Advance records and information for an FHCF exposure examination must be submitted via FHCF *WIRE*. To access the company's checklist for this exam, log in to www.sbafla.com/fhcfwire/.

EXAM LOCATION & CONTACT INFORMATION

The following information must be entered directly into *WIRE*

- **Exam Location:** street address where the exam should be conducted
- **Exam Coordinator:** name & complete contact information of the person who will be coordinating the exam
- **Executive Contact:** name & complete contact information of an executive contact
- **Underwriting/Rating Contact:** name & email of a person familiar with the underwriting/rating manuals

ADVANCE RECORDS For detailed record specifications & instructions, refer to the Advance Preparation Instructions (FHCF-EAP1)	Upload Required?	Allowable File Types
Completed Operations Questionnaire	YES	.xls or .xlsx
- Attachments required for Operations Questionnaire	IF APPLICABLE	.zip
Completed Construction Mapping Worksheet	YES	.doc, .docx or .pdf
- Construction Mapping Approval Letter	IF APPLICABLE	.pdf
Forms and Endorsements List	YES	.xls or .xlsx
Forms and Endorsements Specimen Copies	YES	.zip
Definition of Windstorm Mitigation Features	YES	.xls .xlsx .doc .docx .pdf
Statutory Page 14 (FL direct written premiums) for year ending 12/31/16	YES	.pdf
Direct Written Premium (DWP) Report for year ending 12/31/16	YES	.txt
Underwriting/Rating Manual for Florida policies covered by the FHCF	YES	.pdf or .zip
Cover Letter Additional information that the company wishes to bring to the attention of the examiner should be noted in a cover letter.	IF APPLICABLE	.doc, .docx or .pdf
Required Records Checklist <i>WIRE</i> will create and update a checklist for you as you upload/enter exam records and information.	N/A	<i>WIRE</i> -generated (no upload necessary)

FOR YOUR CONVENIENCE... the following 2017 FHCF Examination documents and worksheets can be downloaded directly from the *WIRE* checklist: Advance Preparation Instructions (FHCF-EAP1), Operations Questionnaire, Construction Mapping Worksheet, and the *WIRE*-generated Required Records Checklist Report.

Note that this information sheet is provided for reference only and should not be uploaded or submitted to the FHCF.

Revised 6/17