

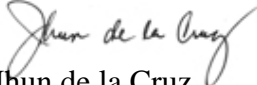


FEMA

W-07035

May 31, 2007

MEMORANDUM TO: Write Your Own (WYO) Principal Coordinators  
National Flood Insurance Program Servicing Agent

FROM:   
Jhun de la Cruz  
Chief, Underwriting Branch  
Risk Insurance Division

SUBJECT: Underwriting Bulletin –  
Acceptable Documentation for Underwriting Transactions Involving  
Multi-Property Letters of Map Revision (LOMR) or Letters of Map  
Amendment (LOMA)

**Background:** WYO Companies and the NFIP Servicing Agent have asked FEMA to clarify what documentation is acceptable for canceling or endorsing a flood insurance policy based on a multi-property LOMR or LOMA that does not list the specific street addresses of the properties removed from the Special Flood Hazard Area (SFHA), or that lists only lot numbers, boundaries, intersections, or rural addresses. (Note: Most LOMRs and LOMAs are posted on the FEMA Map Service Center's web site at <http://msc.fema.gov>.)

**Decision:** In all cases, FEMA continues to require all documentation listed in the Cancellation Section of the *Flood Insurance Manual*, or the Endorsement Section, if retaining a flood policy and having it re-rated as a PRP or as a standard-rated policy in a Zone B, C, or X.

In addition, FEMA is authorizing the NFIP Servicing Agent and the WYO Companies to accept other documentation that proves that the property is part of a particular LOMR. The following documentation may be accepted in support of an underwriting transaction for a property whose specific building, street address, lot number, or rural address is not listed on the LOMR or LOMA:

- A letter that an insured received from their community official stating that their structure was removed from the SFHA by a multi-property LOMR or LOMA.
- A letter from the applicable community official, on official letterhead, stating that the building was included in the area removed from the SFHA by the multi-property LOMR or LOMA, which listed only boundaries/intersections of streets, lot numbers, or rural addresses.

- In cases, and only in cases, where (1) a community official could not or would not provide a letter, or (2) the structure has a rural address, the following set of two documents may be submitted:
  - A copy of a legal notice, such as a real estate assessment notice or a water/sewer notice, that shows the lot number, street or rural address, or other legal designation of the location of the structure, and
  - A letter from the mortgage lender that (1) shows the lot number, street or rural address, or other legal designation of the location of the structure, and that (2) states that the structure was within the boundaries of the area removed from the SFHA by the LOMR or LOMA.

Letters from community officials must match the street address and lot number with a specific multi-property LOMR or LOMA, stating that the individual building street address, lot number, or rural address (e.g., RR, Box #, Hwy) was included in the area covered by the LOMR or LOMA. The documentation listed above must be submitted along with all other required documentation listed in the *Flood Insurance Manual*.

The NFIP Servicing Agent and the WYO Companies may accept zone determinations in lieu of the documentation cited above or cited in the *Flood Insurance Manual* for these situations.

FEMA will include this information in the Flood Insurance Manual effective October 2007.

If you should have any questions, please contact your WYO Business Analyst.

cc: Vendors, IBHS, FIPNC, Bureau Underwriting, and Government Technical Monitor

Suggested Routing: Data Processing, Underwriting, Marketing