



FEMA

W-13054

September 9, 2013

MEMORANDUM FOR: Write Your Own (WYO) Principal Coordinators and the  
National Flood Insurance Program (NFIP) Servicing Agent

A handwritten signature in cursive script, reading "Jhun de la Cruz".

FROM: Jhun de la Cruz  
Branch Chief, Underwriting  
Federal Insurance and Mitigation Administration

SUBJECT: Transfer Procedure for Subsidized Policies

This memorandum provides additional clarifications to Bulletin W-13016 dated March 29, 2013, regarding the transfer of a National Flood Insurance Program (NFIP) policy eligible for Pre-FIRM subsidized rates from one insurer to another at the time of renewal, where the transfer is initiated by an agent or the insured.

Bulletin W-13016 indicated that transfers of Pre-FIRM subsidized policies would remain eligible for Pre-FIRM subsidized rating based on the eligibility established by the previous insurer. NFIP insurers are required to document their underwriting files with a copy of the previous carrier's Declarations page as evidence of Pre-FIRM subsidy eligibility. This memorandum clarifies that where the previous carrier's Declarations page indicates a policy effective date on or after July 6, 2012, the receiving insurer must obtain evidence of continuous coverage with Pre-FIRM subsidized rates effective before July 6, 2012. In some cases, this will require Declarations pages for multiple policy years.

Thank you for your attention and cooperation in this matter. If you have any questions, please contact Joseph Cecil of my staff at [Joseph.Cecil@fema.dhs.gov](mailto:Joseph.Cecil@fema.dhs.gov).

cc: Vendors, IBHS, FIPNC, Government Technical Representative

Suggested Routing: Accounting, Data Processing, Marketing, Underwriting