OLD MISSOURI MUTUAL INSURANCE COMPANY

P.O. Box 1637
Nixa, MO 65714
417-725-3811 or 1-888-561-5145

UNDERWRITING GUIDELINES & PROCEDURES

Under write both the Physical Risk and the Moral Risk (The Property and The Person)

Applications are not to be submitted on the following individuals:

1. Persons whose habits or living conditions show a lack of responsibility for property or respect for the rights of others.
2. Persons with poor credit reputation, such as a history of bad checks, or who habitually default on accounts.
3. Persons who are alcoholics, drug addicts, or narcotic addicts.
4. Persons who are mentally incapable of making sound judgements.
5. Persons engaged in illicit business of any kind or whose morals are such as to lead to falsifying a claim or purposely destroying their own property or who has been convicted of a felony.

Applications are not to be submitted on the following circumstances:

1. A risk which has had a previous water loss.
2. A risk with more than two previous fire, lightning, theft, vandalism or liability losses in the past 5 years.
3. A risk that is heavily mortgaged.
4. Deteriorated property or property with poor pride of ownership.

The Application

- All applications must be complete
- No questions should be left unanswered
- Each application must have a physical address, date house was built (approximately), and telephone number of insured
- Should a question not apply to a risk, then “N/A” should be the answer to the question
- All named insureds must sign the application
- Incomplete applications will be returned to the Agent
- Photos of risk – both front and back – should be sent with the application.

Service Charges

Policy Fee

There will be a $20.00 Policy Fee for any policy that is issued.

Reinstatement Fee

There will be a $15.00 Reinstatement Fee for any policy that is reinstated. The insured may reinstate the policy up to thirty (30) days after the date of cancellation. The Mortgagee or the insured may pay the premium within the ten day period after the Due Date and no Reinstatement Fee will be assessed.

Semi-Annual Billing

Semi-Annual billing will be permitted for a $10.00 additional fee. If the insured would like to pay on a semi-annual basis at the policy inception, the agent should add $10.00 to the annual premium. The computer will assess the insured $5.00 for each billing period during the year.

Quarterly Billing

Quarterly billing will be permitted for a $20.00 annual fee. If the insured would like to pay on a quarterly basis at the policy inception, the agent should add $20.00 to the annual premium. The computer will assess the insured $5.00 for each billing period during the year.

Monthly Billing

Monthly billing will be permitted for a $30.00 annual fee. If the insured would like to pay monthly basis at the policy inception, the agent should add $30.00 to the annual premium. The computer will assess the insured $2.50 for each billing period during the year. Monthly billing is only allowed with EFT. Please complete the ACH Authorization form when requesting monthly billing.

Billing Procedures

Renewal Notices

Renewal Notices will be mailed to either the insured or the mortgagee thirty (30) days before the Due Date.

Lapse Notices

Lapse Notices will be mailed to the insured and mortgagee, on the Due Date if the assessment has not yet been received.

Cancellation Notice

Cancellation Notices will be mailed 15 days after the due date of the policy. The Cancellation notice will be mailed to the insured, the mortgagee, and the agent. The Cancellation notice specifies to the insured that they have no coverage. However, the

mortgagee is given (10) days of coverage, and the opportunity to pay the premium reinstating the policy.

Reinstatement Notices
Reinstatement Notices will be mailed to the insured, the mortgagee, and the agent when a policy is reinstated. The insured or the mortgagee may pay $15.00 to have the policy reinstated. A policy may be reinstated for thirty (30) days after the due date. After thirty days, the policy must be rewritten.

Special Conditions

Restriction of Coverage – FL-304
If a policy would not be issued because of unusual exposures, the applicant may request a restriction of coverage at no reduction in premium. The request, signed by the applicant, must be referred to the Company. This endorsement would be used to exclude a building that does not qualify for earthquake or vandalism coverage. The endorsement would also be used to exclude a portion of a dwelling or building (example: roof exclusion).

Seasonal Risks
A Dwelling or Mobile Home will be considered seasonal if it is normally unoccupied for three or more consecutive months during the year. If a seasonal dwelling qualifies for a Homeowners policy, we must have the primary residence insured.

Catastrophe Endorsement
This endorsement may be used to reduce the Company's wind or hail liability on a specific structure to a total loss only. In no case will a partial loss be paid. A total loss is defined as a building completely and totally destroyed and scattered as a result of a windstorm. The building must be specifically described on the endorsement.

Limit of Coverage
The maximum amount which can be written on any dwelling is $125,000. Approval must be obtained from the underwriter for any outbuilding insured in excess of $50,000

No Earthquake Coverage Allowed
Effective October 1, 2006, agents will no longer offer earthquake coverage on new business.

Deductibles
Rates are based on a $500 deductible.

Other deductible options:	$500.00	100%
	$1,000.00	85%
	$1,500.00	80%
	$2,500.00	75%
	$5,000.00	65%

Claims Handling

- Notify the company immediately of any potential losses
- Report the loss via e-mail or fax
- Be sure to list full name of policy holder, phone numbers, property location, date of loss, policy number, and type of damage.

Identity Theft Expense Coverage

This is automatically added to all owner occupied policies. See Form CIDT-01.

Rate--$5.00

Special Discounts

Auto/Home Discount

The Auto/Home discount of 10% is allowed off the base premium of the Home Security, Mobile Homeowners and all Homeowner policies if your agency has the auto insurance with an insurance carrier within your agency. Auto Requirements include, full coverage auto insurance on at least one vehicle. Property insurance requirements include, minimum of 30,000 on dwelling and 15,000 on a mobile home. Proof of auto insurance must be attached.

Special Premiums

Boat Docks

Coverage for Boat Docks is available with prior approval from the home office. Coverage for a Boat Dock may extend from the other structures coverage if the Insureds property extends to the lake shore and the dock sets adjacent to the property. **Weight of Ice and Snow IS EXCLUDED**. Boat docks must be scheduled under Coverage E in order to be insured against weight of ice and snow.

Rate -- $12.00/$1,000