

## ONLINE MORTGAGEE CHANGE FOR HOMEOWNERS POLICIES

- Free Form input is not available to add a Mortgagee. Only Mortgagees listed on the drop down selection list can be added.
- The Association will allow up to three Mortgagee changes, at any one time. If more than three Mortgagee changes are required, the processing must be repeated.
- Once the Mortgagee change has been processed, an Amended Declarations page can be printed.

# STEP #1 – SEARCH FOR HOMEOWNERS POLICY NUMBER

**MPIUA**  
Massachusetts Property Insurance Underwriting Association

April 26, 2004  
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**WELCOME!**

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**Agent Stats**  
Total Number of Policies: 234  
Last Commission Check: (2/29/2004)  
Total New Business Policies to Date (in 2004): 18  
Total New Business Policies to Date (in Apr): 7  
[Unpaid Renewals Expiring within 30 days](#): 14  
[Policies with Pending Cancellations](#): 1

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**Company News & Alerts**

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**Helpful Links**

- [Emergency Adjuster Calling List](#)
- [Coastal Proximity Inquiry](#)
- [Change Mortgage Instructions](#)

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**Reports**

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**Last 5 policies viewed:**

Date	Name	City	Policy #
4/23/2004	<a href="#">JULIE SMITH</a>	BOSTON, MA	0744034
4/12/2004	<a href="#">ROLAND HILL</a>	MATTAPAN, MA	0755408
4/12/2004			0755407
4/12/2004			0755406
4/12/2004			0755405

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**Pending**

Date	Name	City	File #
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**Search for Policies:** (By Last Name or 7 digit Policy Number)  
Separate each item to be searched by comma, or place on separate line.

*no maximum on number of searches*

## STEP #2 – SELECT DESIRED INSURED

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[Home](#) ▶ [Search Results](#)

**Search Results:**  
**JULIE SMITH**  
2 CENTER PLAZA,  
BOSTON, MA 02108  
**Policy No: 0744034**  
**Policy Eff. Date: 1/20/2004**  
**Policy Exp. Date: 1/20/2005**

**Search for More Policies:** (By Last Name or 7-digit Policy No.)  
Separate each item to be searched by comma, or place in brackets.  
744034

*no maximum on number of searches*

- **CLICK THE DESIRED INSURED**

# STEP #3 - SELECT POLICY DETAILS

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[Home](#) ▶ [Policy #0744034](#)

**JULIE SMITH**  
2 CENTER PLAZA  
BOSTON, MA 02108

Select policy  
JULIE SMITH - 0744034 ▼

Policy Year	Trans. Type	Status	Type	Trans Eff. Date	Policy Eff.	Policy Exp. Date	Ann Prem.	
2004	Endorsement	Inforce	• CLICK "Policy Details"			1/20/2005	\$1,800.00	<a href="#">Policy Details</a> <a href="#">Payment History</a>

Frequently Asked Questions...

Payment Questions	Policy Questions
1. <a href="#">How much of the premium has been paid on the policy?</a>	1. <a href="#">Was my renewal/endorsement issued and when?</a>
2. <a href="#">When was the last payment received?</a>	2. <a href="#">What mortgagees are listed on this policy?</a>
3. <a href="#">What is the next installment amount and when is it due?</a>	3. <a href="#">What locations are covered on the property?</a>
4. <a href="#">When are the remaining installments due?</a>	4. <a href="#">What are the coverage limits?</a>
	5. <a href="#">What coverages are on the policy?</a>
<b>Mortgagees Questions</b>	6. <a href="#">What is the deductible amount?</a>
1. <a href="#">How can I change mortgagees on a policy?</a>	7. <a href="#">How is the property rated?</a>
	8. <a href="#">Did you receive an endorsement request?</a>
	9. <a href="#">What are the charges for endorsement(s)?</a>
	10. <a href="#">What are the claims against the policy?</a>

\*Each FAQ will link to the appropriate page and highlight the desired data in yellow.

# STEP #4 – GO TO “CHANGE MORTGAGEE” SCREEN

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April 6, 2004  
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[Home](#) ▶ [Policy # 0744034](#) ▶ [Policy Details](#)

Name on Policy: JULIE SMITH  
Policy Year: 2004

[View Payment History](#) | [Change Mortgagee](#) | [Select policy](#)

- CLICK “Change Mortgagee”

**Primary Location of Coverage**  
2 CENTER PLAZA  
BOSTON, MA 02108

**Insured Billing Address**  
JULIE SMITH  
2 CENTER PLAZA  
BOSTON, MA 02108

**Mortgagees**  
DOVENMUEHLE MORTGAGE INC  
PO BOX 57046  
IRVINE, CA92619-7046

**Claims**  
*No Claims listed*

**Coverages**

Description		
Dwelling		
Other Structures		
Personal Property	\$62,500.00	\$250.00
Loss of Use	\$37,500.00	\$250.00
Personal Liability	\$100,000.00	\$0.00
Medical Payments to Others	\$1,000.00	\$0.00

**Endorsements**

Form	Description	Ann. Prem.
DED ADJ	DEDUCTIBLE ADJUSTMENT	(\$19.00)
HO 00 03	SPECIAL FORM	\$0.00
HO 01 20	SPECIAL PROVISIONS - MASSACHUSETTS	\$0.00

NOTE: If “Change Mortgagee” does not appear, the endorsement request must be submitted via mail or by visiting the Association.

# STEP #5 – ENTER EFFECTIVE DATE OF CHANGE

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April 26, 2004  
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[Home](#) > [Policy # 0744034](#) > [Change Mortgagee](#)

**Name on Policy:** JULIE SMITH  
**Policy Year:** 2004

[View Policy Details](#)

Change Mortgagee Screen can assist you in changing a mortgagee on a policy. You can delete a mortgagee or add a new mortgagee. For instance, you can Delete, Add, Add or Add, Add, Add. If a Mortgagee is not in the system, please submit your endorsement request via mail or visiting the Association.

**Delete Current Mortgagee**

Delete Mortgagee	Street	City	State	Zip Code
<input type="checkbox"/> DOVENMUEHLE MORTGAGE INC	PO BOX 57046	IRVINE	CA	92619-7046

**Add New Mortgagee**

Effective Date:

1.

2.

3.

Attention: Once submit is clicked, changes to the policy will be made.

Submit

NOTE: The maximum number of Mortgagee transactions you can process at any one time is three. See examples combinations below:

- ADD, ADD, ADD
- ADD, ADD, DELETE
- ADD, DELETE, DELETE
- DELETE, DELETE, DELETE

- ENTER EFFECTIVE DATE FROM DROP DOWN SELECTION LIST
- MAXIMUM EFFECTIVE DATE IS 30 DAYS FROM CURRENT DATE OR THE POLICY EXPIRATION, WHICHEVER IS EARLIER.

## STEP #6 – DELETE A MORTGAGEE

NOTE: Upon completion of step #6, if new mortgagee is not being added, go directly to step #8. When no mortgagee is being deleted, only added, skip to step #7.)

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[Home](#) ▶ [Policy # 0744034](#) ▶ [Change Mortgagee](#)

Name on Policy: JULIE SMITH  
Policy Year: 2004

Select policy  
JULIE SMITH - 0744034 ▼

[View Policy Details](#)

Change Mortgagee Screen can assist you in changing a mortgagee on a policy. You can take up to **3 actions**. For instance, you can Delete, Add, Add or Add, Add, Add. If a Mortgagee is not in the drop down list, please submit your endorsement request via mail or visiting the Association.

**Delete Current Mortgagee**

Delete Mortgagee	Street	City	State	Zip Code
<input checked="" type="checkbox"/> DOVENMUEHLE MORTGAGE INC	PO BOX 57046	IRVINE	CA	92619-7046

[Add New Mortgagee](#)


Effective Date: 4/26/2004 ▼

1.  ▼  
2.  ▼  
3.  ▼

Attention: Once submit is clicked, changes to the policy will be made.

Submit

# STEP #7 – ADD A MORTGAGEE



Massachusetts Property Insurance Underwriting Association

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[Change My E-Mail](#) - [Logout](#)

[Home](#) > [Policy # 0744034](#) > [Change Mortgagee](#)

Name on Policy: JULIE SMITH  
Policy Year: 2004

Select policy  
JULIE SMITH - 0744034

[View Policy Details](#)

Change Mortgagee Screen can assist you in changing a mortgagee on a policy. For instance, you can Delete, Add, Add or Add, Add, Add. If a Mortgagee is not in the drop down list, please submit your endorsement request via mail or visiting the Association.

**Delete Current Mortgagee**

Delete Mortgagee	Street
<input checked="" type="checkbox"/>	DOVENMUEHLE MORTGAGE INC PO BOX 57046

**Add New Mortgagee**

Effective Date: 4/26/2004

1. BANK OF AMERICA FSB 602 P O BOX 48350 ATLANTA GA 30362-1350
- 2.
- 3.

Attention: Once submit is clicked, changes to the policy will be made.

Submit

- SELECT MORTGAGEE(S) BEING ADDED FROM THE ASSOCIATION'S DROP DOWN SELECTION LIST.
- FREE FORM INPUT IS NOT AVAILABLE TO PRODUCERS TO ADD A MORTGAGEE.

NOTE: If a Mortgagee is not in the drop down list, please submit your endorsement request via mail or by visiting the Association.



## STEP #8 – SUBMIT REQUEST

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[Home](#) ▶ [Policy # 0744034](#) ▶ [Change Mortgagee](#)

Name on Policy: JULIE SMITH  
Policy Year: 2004

Select policy  
JULIE SMITH - 0744034 ▼

[View Policy Details](#)

Change Mortgagee Screen can assist you in changing a mortgagee on a policy. You can take up to **3 actions**. For instance, you can Delete, Add, Add or Add, Add, Add. If a Mortgagee is not in the drop down list, please submit your endorsement request via mail or visiting the Association.

**Delete Current Mortgagee**

Delete Mortgagee	Street	City	State	Zip Code
<input type="checkbox"/> DOVENMUEHLE MORTGAGE INC	PO BOX 57046	IRVINE	CA	92619-7046

**Add New Mortgagee**

Effective Date: 4/26/2004 ▼

1. BANK OF AMERICA • **CLICK "Submit" TO PROCESS CHANGE(S)** ▼

2. ▼

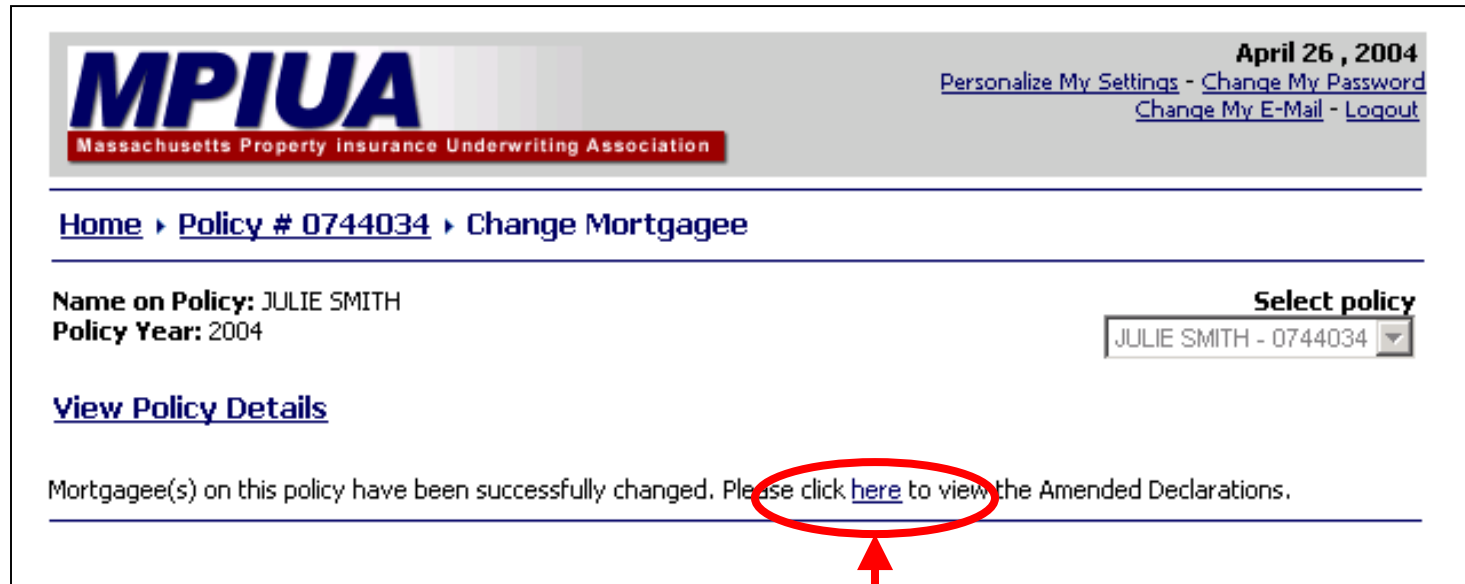
3. ▼

Attention: Once submit is clicked, changes to the policy will be made.

Submit

NOTE: Once submit is clicked, changes to the policy will be made.

## STEP #9 – VIEW HOMEOWNERS AMENDED DECLARATIONS



The screenshot shows the MPIUA website header with the logo and date (April 26, 2004). Below the header is a breadcrumb trail: Home > Policy # 0744034 > Change Mortgagee. The main content area displays the policy name (JULIE SMITH) and year (2004), along with a dropdown menu for selecting the policy. A message states: "Mortgagee(s) on this policy have been successfully changed. Please click [here](#) to view the Amended Declarations." The word "here" is circled in red, and a red arrow points from a callout box below to it.

**MPIUA**  
Massachusetts Property Insurance Underwriting Association

April 26 , 2004  
[Personalize My Settings](#) - [Change My Password](#)  
[Change My E-Mail](#) - [Logout](#)

[Home](#) > [Policy # 0744034](#) > [Change Mortgagee](#)

**Name on Policy:** JULIE SMITH  
**Policy Year:** 2004

**Select policy**  
JULIE SMITH - 0744034

[View Policy Details](#)

Mortgagee(s) on this policy have been successfully changed. Please click [here](#) to view the Amended Declarations.

- **CLICK “here” TO VIEW HOMEOWNERS AMENDED DECLARATIONS**

Note: In order to view/print the Amended Declarations page, you need the latest version of Adobe Reader.

## STEP #10 - PRINT HOMEOWNERS AMENDED DECLARATIONS

AMENDED HOMEOWNERS POLICY DECLARATIONS  
MASSACHUSETTS PROPERTY INSURANCE UNDERWRITING ASSOCIATION  
Two Center Plaza, Boston, Massachusetts 02108-1904  
(617)723-3800, (800)392-6108, FAX (617)557-5678

AMENDED DECLARATIONS EFFECTIVE 4/26/2004 SUPERSEDE ANY PREVIOUS DECLARATIONS BEARING THE POLICY NO 0744034.

POLICY NUMBER 0744034-6 POLICY PERIOD From 1/20/2004 To 1/20/2005  
12:01 AM Standard time at the residence premises.

Named Insured & Mailing Address PRODUCER

JULIE SMITH INSURANCE AGENCY  
2 CENTER PLAZA  
BOSTON, MA 02108

THE RESIDENCE PREMISES COVERED BY THIS POLICY IS LOCATED AT:

SECTION / COVERAGES:	LIMIT OF LIABILITY	PREMIUM
A Dwelling	\$217,000	\$863
B Other Structures	\$21,700	
C Personal Property	\$100,000	

- **CLICK "Print" TO PRINT HOMEOWNERS AMENDED DECLARATIONS**