

PERSONAL INLAND MARINE

Personal Inland Marine insurance may be written by attaching an endorsement to the MMIC homeowners or farm policy.

The following special requirements are applicable:

1. Must be written for no longer than one year. A renewal application may be required periodically.
2. If an Inland Marine Endorsement is to be attached to an existing policy, the premium for coverage should be computed on a pro-rata basis from the date effective until the next premium anniversary date of the homeowners or farm policy.
3. Annual minimum premium requirements are: \$15.00 for PAF Endorsement and \$20.00 for Inland Marine Policy. Pro-rata premium for increases in coverage will be no less than \$5.00.
4. Fully completed Personal Inland Marine application (found on MMIC web page) showing the policy number that the PAF endorsement is to be attached. Forward a copy of the application to the company with any required appraisals, receipts, serial numbers, photographs, etc. The effective and expiration dates will be the same as the homeowners or farm policy.

OR

Fully complete Personal Inland Marine application (found on MMIC web page) for items to be insured on a personal inland marine policy. Forward the application to MMIC with any required attachments.

5. Personal articles which may be insured under the PAF Endorsement or Inland Marine Policy are limited only to those classes as follows:
 - a. Cameras – individual
 - b. Fine Arts and Collectors Items
 - c. Musical Instruments – individual
 - d. Golfers Equipment
 - e. Furs – personal
 - f. Guns
 - g. Jewelry
 - h. Silverware
 - i. Stamps and Coins
 - j. Misc. Sporting Equipment
 - k. Personal tools

Note: The above personal articles are to be for non-business use only. For Commercial Inland Marine classes, please refer to RMIC. Commercial Agents Manual.

6. The Scheduled Property Floater Endorsement – Other Perils or Basic Names Perils (RMIC 98-032) may be issued through MMIC. Eligible classes are as follows:
 - a. Citizen band radios
 - b. FM radio telephone equipment
 - c. Miscellaneous articles
 - d. other classes added from time to time

GENERAL RULES

PAF ENDORSEMENT – The PAF Endorsement (MMIC 99-500) is an Other Perils form covering all perils except applicable exclusions. On the following pages, the rates and procedures are set forth for writing coverage on a variety of risks.

SCHEDULED PROPERTY FLOATER ENDORSEMENT – The Scheduled Property Endorsement provides (RMIC 98-037) named peril coverages of: Fire and Lightning; windstorm; Collision; Collapse of Bridges; Theft and Vandalism (optional). Other Perils Scheduled Property Endorsement (RMIC 98-039) will also be offered by MMIC on eligible classes.

UNDERWRITING RULES

1. It is especially important that only individuals of good moral character be solicited for Inland Marine coverage.
2. An application signed by the insured is required in connection with all prospects for this coverage. Be sure all questions on the application form are correctly answered.
3. Rates for Inland Marine insurance are based on full insurance to value. Make sure the amount of insurance requested is 100 of the actual cash value.
4. Inventory lists and appraisals will be requested in connection with many policies. Every effort should be made to assist the Insured to determining the accurate insurable value of the property to be insured. We have developed a Personal Property Inventory form (99-551) to assist the agent and insured in compiling an inventory list.
5. 5. When filling out the inventory list on the application form, make sure each article to be insured is properly described. (Include serial numbers, model numbers, unusual markings, etc.). Provide a photograph of difficult to describe items.
6. Submit applications regarding:
 - a. Persons of questionable moral character.
 - b. Persons with unfavorable loss ratios.
 - c. Persons with a history of labor trouble.
 - d. Persons whose buildings do not meet MMIC underwriting standards.
 - e. Persons with large values concentrated in one or two items.
 - f. Persons that have been cancelled, refused renewal or rejected by other companies.
7. Cancellations, Reductions and Changes
 - a. All cancellations, reductions and changes to be sent to MMIC using Request for Policy Change (found on our web page).
 - b. All cancelled policies or a signed loss policy receipt to be sent to MMIC with the policy change form.

- c. If total cancellation is requested by an Insured, earned and return premium to be computed on a pro-rata basis.
 - d. If total cancellation is requested by MMIC, such earned and returned premium to be computed on a pro-rata basis.
 - e. If a partial cancellation or increase in coverage is requested by the Insured, such premiums to be computed on a pro-rata basis.
8. Rounding of Premiums
The premium for each exposure shall be rounded to the nearest whole dollar, separately for each coverage proved by the policy.
9. Appraisals
- a. On all items where appraisals are required, such appraisals must be attached to the application. If appraisals are not attached, contact MMIC – non-compliance can void coverage.
 - b. Updated appraisals are required every 3 years, since coverage is written on an actual cash value basis. Annual inflation affects the value of the jewelry, antiques, etc. Therefore, coverage should be increased or updated appraisals obtained to make certain that owners of such property have enough insurance.
 - c. It is the Insured's obligation to establish the value of his or her property. The agent or MMIC can suggest methods of obtaining values, but the responsibility rests upon the insured to prove value if a loss should occur.
 - d. Updated values through periodic appraisals serve an important purpose equally to the following:
 - 1. The insured has the peace of mind of being adequately covered, providing the value is kept up to date.
 - 2. MMIC is receiving adequate premium for the exposure.
 - 3. The agent is providing a good service of maintaining insurance to value and is less likely to have an embarrassing situation if a loss should occur.
 - e. Contact MMIC for any other questions on appraisals.
10. Submit to MMIC – means contact Mendota Mutual Insurance Company. Do not bind coverage until approval is obtained.

PERSONAL ARTICLES FLOATER AND PERSONAL INLAND MARINE CLASSES
GENERAL UNDERWRITING RULES AND LINE LIMITATIONS

1. CAMERA AND PROJECTION EQUIPMENT FLOATER (other perils)

Covers all camera and projection equipment owned by individuals. All equipment must be scheduled, showing make, model and serial numbers of the various pieces of equipment. Photographers receiving any type of remuneration are not eligible for coverage under the PAF endorsement.

Line Limit – Submit to MMIC

- a. When any one item exceeds \$1,500.
- b. When total schedule exceeds \$5,000.

Appraisal Requirements – Per Item

- a. Purchase price and date per item.

Note: Appraisals are only required when the item is determined to be of unusual value.

2. FINE ARTS FLOATER (other perils)

Covers, paintings, etchings, tapestries, statuary, vases, antique furniture, silver, glass, chinaware, rare books and manuscripts that are enhanced in value by their rarity, historical origin or artistry and usually cannot be replaced. Each item should be scheduled and described along with a stated value. Fine arts in excess of \$2,000 per item must have an appraisal from a competent appraiser and upon request, a photograph may be required. **Minimum value per item to be not less than \$50.**

3. COLLECTORS ITEMS (other perils)

Covers items that may not be of rarity, historic value or artistic merit. Such items would include modern collections such as: salt and pepper, ceramics, memorial plates, Jim Beam or other glassware. Items to be scheduled and described with a stated value for each.

Note: Everyday china and glassware, regular furniture, rugs, stereos and similar items are not to be written under Fine Arts or Collectors Items. Submit to MMIC.

Line Limit – Submit to MMIC (Fine Arts and Collectors)

- a. When any one item exceeds \$2,000.
- b. When total schedule exceeds \$10,000.
- c. When deletion of breakage exclusion is desired.

Appraisal Requirements – Per Item

- a. Fine arts and collector items – appraisal required when the value exceeds \$2,000. A bill of sale or other evidence of value may be requested.

BREAKAGE EXCLUSION: The exclusion relating to breakage of fragile items may be deleted for an additional charge. Subject to \$25 deductible per occurrence.

4. **JEWELRY FLOATER**

Covers articles of jewelry owned by individuals such as, but not limited to, diamonds, diamond rings, broaches, pendants, watches, etc. Articles of jewelry are to be scheduled and described with an amount of insurance listed for each item insured. Appraisals on all items of jewelry should be made, but are specifically required, from a certified gemologist for any single article of jewelry with a value of \$10,000. Appraisals by certified gemologists should show size, weight and in the case of diamonds, show clarity, VVS grading and any flaws in design.

Line Limit – Submit to MMIC

- a. When a single item of man's jewelry exceeds \$5,000.
- b. When any other single jewelry exceeds \$15,000.
- c. When total schedule exceeds \$25,000.

Appraisal Requirements – Per Item (within 5 years)

- a. Bill of sale or other reliable evidence of value: \$0 - \$1,000 value.
- b. Appraisal or bill of sale from a competent jeweler: \$1,001 to \$10,000 value.
- c. Recent appraisal by certified gemologist: over \$10,000 value.

Note: A bill of sale or appraisal from other than certified gemologist must include descriptions of the items, including weights of stones.

5. **JEWELRY IN VAULTS**

Specific items of scheduled jewelry which are kept in a bank vault may be insured at rates of \$.2486 per hundred per year. MMIC must be notified in advance of removal from the vault and short rate additional premium paid for the period the jewelry is out of the vault.

6. **FUR FLOATER (other perils)**

Covers furs and fur items of all kinds owned by individuals. Appraisals should be made on all items of fur, but are specifically on any fur items with a value in excess of \$2,000. Fur items are to be scheduled and described with a value shown for each scheduled item.

Line Limit – Submit to MMIC:

- a. When any one fur item exceeds \$3,000.
- b. When total schedule exceeds \$7,000.

Appraisal Requirements – Per Item

- a. Bill of sale or other reliable evidence of value: \$0 to \$2,000 value.
- b. Recent appraisal by competent furrier: over \$2,000 value.

7. GUN FLOATER (other perils)

Covers guns and armament equipment owned by individuals. Guns must be scheduled showing description, model and serial number of each item, along with a specific value for each. Guns of high value or of antique or historic value may require an appraisal from a gun dealer to enable coverage to be provided. Miscellaneous armament equipment may be blanketed as one item as long as the miscellaneous value does not exceed 10% of the scheduled amounts.

Coverage for any one item of miscellaneous armament equipment shall not be construed as being in excess of \$50 unless specifically scheduled.

Line Limit – Submit to MMIC

- a. When any one item exceeds \$1,000.
- b. When total schedule exceeds \$10,000.

Appraisal Requirements – Per Item

- a. Appraisals are only required when the item is of unusual value.

8. GOLFERS EQUIPMENT FLOATER (other perils)

Covers golfers equipment, including golf carts and paraphernalia used or worn for golfing purposes covers other clothing of the named insured while contained in any locker situated in a clubhouse or other building used in connection with the game of golf.

Special Condition: Golf balls are covered only against the perils of fire and burglary. Burglary means the felonious abstraction of the golf balls from within a building, room or locker by persons making entry by actual force and violence, of which there shall be visible marks made on the exterior of such premises at the place of such entry.

Line Limit – Submit to MMIC:

- a. When any one item exceeds \$3,000.
- b. When total schedule exceeds \$8,000.

Appraisal Requirements – Per Item

- a. Appraisals are only required when the item is of unusual value.

9. MUSICAL INSTRUMENT FLOATER (other perils)

Covers musical instruments without restriction as to location. For organs of a portable nature, submit to MMIC for quote.

Line Limit – Submit to MMIC

- a. When any one item (other than piano or organ) exceeds \$2,000.
- b. When total schedule (other than piano or organ) exceeds \$5,000.
- c. When a professional musician.

Appraisal Requirements – Per Item

- a. Appraisals are only required when the item is of unusual value.

Note: Semi-professional, as it pertains to this class, shall mean: high school students that play for teen dances in churches, teen towns or school gyms.

10. SILVERWARE FLOATER (other perils)

Covers silverware, silver plated ware, gold ware, gold plated ware and pewter ware, anywhere in the world. Property may be insured by scheduling groups according to the type and description of silverware. Individual scheduling is desirable in connection with valuable items.

Line Limit – Submit to MMIC:

- a. When total schedule exceeds \$25,000.

Appraisal Requirements

- a. Open stock items will be accepted at current market value. Provide some type of reliable evidence of value.
- b. Recent appraisal on any item not in open stock. Contact MMIC if clarification is needed on appraisal requirements.

11. TOOL FLOATER (other perils)

Covers tools owned by individuals. Not to be used in whole or part for business or profession.

Payment for loss to any one item not specifically scheduled shall not exceed \$50. Therefore, coverage for any equipment item with a value in excess of \$50 must be scheduled, with a value stated to insure proper coverage.

12. STAMP AND COIN COLLECTIONS FLOATER (other perils)

Covers postage stamps, including due, envelope, official, revenue, match and medicine stamps, covers, locals, reprints, essays, proofs and other philatelic property (such as books, pages and mountings).

Covers rare and current coins, paper money, medals, bank notes, tokens of money and other numismatic property (such as coin albums, containers, frames, cards and display cabinets). Gold and silver bullion or bars are not considered numismatic property and therefore are not eligible for this coverage.

Coverage is written on an actual cash value basis. Coverage may be written blanket by class, subject to scheduling any one item exceeding \$250 value and when total property exceeds \$2,000. Even though written as blanket, we require a complete list of items in the MMIC home office at the time of issuance and for additions or deletions to the coverage. The schedule should provide sufficient description to identify each item in the collection.

Line – Submit to MMIC:

- a. When any one item exceeds \$1,000.
- b. When the total schedule of collections exceeds \$10,000.

Appraisal Requirements – Per Item

- a. Appraisals are only required when the item is of unusual value.

13. CITIZEN BAND RADIOS (Scheduled Property Floater – Other Perils or Named Perils)
Covers mobile citizens band radios, scanner, radio and stereo equipment, including antennas, if such equipment is **not** permanently installed in vehicles.
- a. If the unit is permanently installed in vehicle, it should be written on the vehicle policy.
 - b. Definition of “permanently installed” ...
 - 1. Factory installation
 - 2. Permanently bolted to vehicle (i.e. not quickly detachable).
 - c. All units must be insured to 100% of value, including antennas and labor.
 - d. Units in excess of \$300 – submit to MMIC
 - e. Must not exceed 4 ¼ watts of output power and/or be licensed for business use.
 - f. No deductible is applicable. Rates include theft & VMM

14. FM AND RADIO TELEPHONE EQUIPMENT
(Scheduled Property Floater – Other Perils or Named Perils)
Covers FM and radio telephone equipment. Antenna and tower equipment must be scheduled. FM type radios are more sophisticated and of a higher cost than citizen band radios.
- a. All units must be insured to 100% of value.
 - b. Subject to a special minimum premium of \$17.00 per unit.
 - c. Subject to either a \$25, \$50 or \$100 deductible on all names perils. Other Perils coverage available with \$100 deductible only.
 - d. Towers may be written up to 80 feet in height and a maximum value of \$1,500.
- Submit to MMIC:
- 1. If the tower exceeds height or value stated above.
 - 2. If the tower is located other than on the ground.

15. MISCELLANEOUS ARTICLES
(Scheduled Property Floater – Named Perils)
Specific items may be written on a Scheduled Property Endorsement (98-037) for named perils and attached to the policy. The essential feature is that the form is intended to cover property that must be moved about from time to time in order to serve its purpose. Coverage applies while the property is in transit and also while it is in use. Coverage does apply while the property is on the premises of the owner. **Items of the personal nature (not for business use) will only be acceptable on this form.**
- a. Hearing aids, Calculators, adding machines, typewriters, saddles and tack and other portable articles may be written on this form. A \$50 deductible applies to all perils.
 - b. For other items not mention, please submit to MMIC
- Appraisal Requirements
- a. Serial numbers, photos or other identifying numbers may be required.