



## Underwriting Circular # 001/2010

Date: 01/29/2010

Re: New Private Auto Business – Required Documentation -  
Original Documentation Storage and Preservation  
Requirement

---

Dear Agent:

Effective February 1, 2010 you will no longer be required to mail the original personal auto application, this will be replaced with the following process.

The following documentation should be faxed within 3 calendar days from the policy effective date to **305 – 507 - 2628** or emailed to [agents@mapfreusa.com](mailto:agents@mapfreusa.com):

1. **Proof of Prior Insurance:** a copy of the most recent policy dec page showing at least 6 months of continuous coverage, no more than 1 day lapse is allowed.
2. **MAPFRE FLORIDA UM form:** duly signed and executed by insured.
3. **MAPFRE FLORIDA PIP Form:** duly signed and executed by insured.

If you have any questions, please do not hesitate to give us a call at **305 – 470 9714** or please call your territory marketing manager.

As MAPFRE Florida will no longer require submission of any documents related to the issuance of personal auto insurance documents other than copies of the documents noted above, it shall be the obligation of the Agency to store and preserve all original documents related to the issuance of the personal auto insurance policies. The Agency's compliance with this storage and preservation provision shall be verified by MAPFRE Florida by use of periodic audits of the Agency's records.

If the Agency fails to store and preserve the personal auto insurance documents, MAPFRE Florida hereby reserves to seek indemnification from the Agency and/or the Agency's E&O insurer, for any and all damages, including but not limited to cost of defense, arising from such failure.

Sincerely,

Oscar Bosque Jr., CPCU, ARe, ARM, AAI  
Vice President, Underwriting & Reinsurance

Enc.