

## Market Intelligence Report Data Call

### Appendix A: Glossary

A	
<b>Aggregate Report</b>	A report that combines information submitted by more than one company that is compiled for statistical analysis.
<b>Alternative Dispute Resolution</b>	A process which can be invoked by an insurer or insured in an effort to resolve an open claim quickly and fairly. Types of alternative disputes resolutions include neutral evaluation, settlement conferences, and other methods to bring a claim to resolution.
<b>Apartment Building</b>	A commercial residential structure, or part of a structure, that is rented by people for use as a residence.
<b>Appraisal</b>	A service provided by certified or licensed appraisers or registered trainee appraisers that is used to resolve an open claim quickly and fairly.
<b>Arbitration</b>	A process whereby a neutral third person or panel, called an arbitrator or arbitration panel, considers the facts and arguments presented by the parties and renders a decision which may be binding or nonbinding.
B	
C	
<b>Certificate of Authority</b>	An authorization issued by the Office of Insurance Regulation (OIR) allowing an insurer to write policies.
<b>Claim</b>	A request for payment of a loss that may be included within the terms of coverage of an insurance policy. Each claimant/insured reporting a loss is counted separately.
<b>Claims Pending</b>	Number of claims open at the end of the period.
<b>Commercial Lines Residential Property Policy</b>	A commercial residential insurance policy purchased by a commercial entity for apartment buildings, condominium associations, and homeowners associations.
<b>Commercial Residential – Allied Lines (Condo Associations Only)</b>	Coverages which are generally written with property insurance, e.g., glass, tornado, windstorm and hail; sprinkler and water damage; explosion, riot, and civil commotion; growing crops; flood; rain; and damage from aircraft and vehicle, etc.
<b>Commercial Residential – Allied Lines (Excluding Condo Associations)</b>	Coverages which are generally written with property insurance, e.g., glass, tornado, windstorm and hail; sprinkler and water damage; explosion, riot, and civil commotion; growing crops; flood; rain; and damage from aircraft and vehicle, etc.

<b><i>Commercial Residential – CMP (Condo Associations Only)</i></b>	A contract for a commercial enterprise, which packages two or more insurance coverages protecting an enterprise from various property and liability risk exposures. Frequently includes fire, allied lines, various other coverages (e.g., difference in conditions) and liability coverage (such coverages would be included in other annual statement lines, if written individually). Include multi-peril policies (other than farmowners, homeowners and automobile policies) that include coverage for liability other than auto.
<b><i>Commercial Residential – CMP (Excluding Condo Associations)</i></b>	A contract for a commercial enterprise, which packages two or more insurance coverages protecting an enterprise from various property and liability risk exposures. Frequently includes fire, allied lines, various other coverages (e.g., difference in conditions) and liability coverage (such coverages would be included in other annual statement lines, if written individually). Include multi-peril policies (other than farmowners, homeowners and automobile policies) that include coverage for liability other than auto.
<b><i>Commercial Residential – Dwelling/Fire (Condo Associations Only)</i></b>	Coverage protecting the insured against the loss to real or personal property from damage caused by the peril of fire or lightning, including business interruption, loss of rents, etc.
<b><i>Commercial Residential – Dwelling/Fire (Excl Condo Associations)</i></b>	Coverage protecting the insured against the loss to real or personal property from damage caused by the peril of fire or lightning, including business interruption, loss of rents, etc.
<b><i>Cancellation</i></b>	Policies in which either the policyholder or the insurer decides to stop coverage before the expiration date of the policy. All policies transferred to other corporations, including subsidiaries with a separate book of business, should be reported as canceled.
<b><i>Citizens</i></b>	Citizens Property Insurance Corporation
<b><i>Condominium</i></b>	A form of real property comprised of units that may be owned by one or more persons, in which there is, appurtenant to each unit, an individual share in common elements.
<b><i>Condominium Association Policy</i></b>	A commercial residential property policy covering property in which condominium unit owners have use rights. Unit owner membership in the entity is composed exclusively of condominium unit owners or their elected or appointed representatives. Membership in the entity is a required condition of unit ownership.
<b><i>Condominium Unit Owners Policy</i></b>	A personal residential property policy covering a condominium or cooperative unit used exclusively for residential purposes.
<b><i>Contact</i></b>	The person identified as the primary contact regarding the submission.
<b>D</b>	
<b><i>Data Submission</i></b>	A report that includes statistical data for the reporting period; a data report or a data submission.

<b>Dwelling, Fire and Allied Lines Policy</b>	A personal residential property policy covering the dwelling and personal property of individuals and families against fire and other perils. All dwelling, fire and allied lines coverage should be reflected in this category, including condominium units and mobile homes.
<b>E</b>	
<b>EXP</b>	Average Structure Exposure reasonability check.
<b>F</b>	
<b>Farm</b>	A farm is defined as the land, buildings, support facilities, machinery, and other appurtenances used in the production of farm or aquaculture products.
<b>Farmowners Policy</b>	A personal residential property policy covering an owner-occupied farm. A farmowners policy should be reported if the policy covers at least one of the following: dwelling, other private structures appurtenant to the dwelling, household private property, or loss of use including coverage for additional living expenses. A farmowners policy should not be reported if the policy covers scheduled farm personal property, farm personal property on a blanket basis, or other farm structures including barns, silos and fences.
<b>FSLSO</b>	Florida Surplus Lines Service Office
<b>G</b>	
<b>H</b>	
<b>Homeowners Policy</b>	A personal residential property policy covering a dwelling used exclusively for residential purposes.
<b>Homeowner's Association Policy</b>	A commercial residential property policy covering the common areas within a residential community.
<b>Hurricane Risk</b>	Policies that are canceled by the insurer for the purpose of reducing exposure to hurricane claims.
<b>I</b>	
<b>IRFS</b>	Insurance Regulation Filing System; a web-based application used by regulated entities to access OIR applications and information.
<b>J</b>	
<b>K</b>	

L	
<b><i>Lawsuit</i></b>	<p>An action brought in a court of law in which one party, the plaintiff, claims to have incurred a loss as a result of the action of another party, the defendant.</p> <p><b>Exclude:</b></p> <ul style="list-style-type: none"> <li>• Subrogation claims where lawsuit is filed by the company against the tortfeasor.</li> <li>• Non-lawsuit legal activity or litigation filed by an insurer, including, but not limited to: request to compel an independent medical examination, an examination under oath, interpleader actions, and declaratory judgment actions filed or brought by an insurer.</li> <li>• Arbitrations, mediation, appraisal, or any other form of dispute resolution not brought in a court of law.</li> </ul> <p><b>For purposes of reporting lawsuits:</b></p> <ul style="list-style-type: none"> <li>• For non-claims related lawsuits, include only lawsuits brought by an applicant for insurance, a policyholder or claimant as a plaintiff against the reporting insurer as a defendant.</li> <li>• Include all lawsuits, whether or not a hearing or proceeding before the court occurred.</li> <li>• With the exception of class action lawsuits, report a lawsuit with two or more complainants as one lawsuit.</li> <li>• With the exception of class action lawsuits, report a lawsuit in the jurisdiction in which the policy was issued.</li> <li>• Report all lawsuits, regardless of whether the lawsuit is claim related or non-claim related.</li> </ul>
<b><i>Line of Business (LOB)</i></b>	<p>A line of business (LOB) signifies a group of related products offered by an insurer, as defined by the NAIC. The lines of business that are tracked are:</p> <ul style="list-style-type: none"> <li>▪ Fire</li> <li>▪ Allied Lines</li> <li>▪ Homeowners Multi-Peril</li> <li>▪ Mobile Home Multi-Peril</li> <li>▪ Farmowners Multi-Peril</li> <li>▪ Commercial Multi-Peril</li> <li>▪ Industrial Fire</li> <li>▪ Industrial Extended Coverage</li> <li>▪ Personal Residential Primary Private Flood</li> <li>▪ Personal Residential Excess Private Flood</li> </ul>
M	
<b><i>Market Share</i></b>	The number of company/group policies in force (PIF) divided by the industry PIF.
<b><i>Mediation</i></b>	A process whereby a neutral third person, called a mediator, encourages and facilitates the resolution of a dispute between two or more parties. It is an informal and nonadversarial process

	with the objective of helping the disputing parties reach a mutually acceptable and voluntary agreement.
<b>Mobile Home</b>	A structure, transportable in one or more sections, which is eight body feet or more in width and which is built on an integral chassis and designed to be used as a dwelling when connected to the required utilities and includes the plumbing, heating, air-conditioning, and electrical systems contained therein.
<b>Mobile Homeowners Policy</b>	A personal residential property policy covering a mobile home used exclusively for residential purposes.
<b>N</b>	
<b>National Association of Insurance Commissioners (NAIC)</b>	The organization of insurance regulators from the 50 states, the District of Columbia, and the five U.S. territories. The NAIC provides a forum for the development of uniform policy when uniformity is appropriate.
<b>Neutral Evaluation for Sink Holes</b>	A type of alternative dispute resolution that can be used following a claim denial, the results of an inspection, or if the insured and insurer cannot agree on a method to resolve the claim.
<b>New Policy Written</b>	Any policy written that generates a new policy number during the reporting period.
<b>No Data</b>	A report filing that does not include any statistical data for the reporting period; a no data report or a no data submission.
<b>Number of lawsuits closed with consideration for the consumer during the reporting month</b>	A lawsuit closed during the reporting period in which a court order, jury verdict, or settlement resulted in payment, benefits, or other thing of value, i.e., consideration, to the claimant in an amount greater than offered by the reporting insurer before the lawsuit was brought.
<b>O</b>	
<b>OIR</b>	Office of Insurance Regulation
<b>P</b>	
<b>Personal Lines Residential Property Policies</b>	Personal residential lines insurance purchased by non-commercial entities covering (1) homeowners, (2) farm owners, (3) mobile homeowners, (4) condominium unit owners, (5) dwelling, fire and allied lines, or (6) tenants.
<b>Personal Residential – Allied Lines</b>	Coverages which are generally written with property insurance, e.g., glass, tornado, windstorm and hail; sprinkler and water damage; explosion, riot, and civil commotion; growing crops; flood; rain; and damage from aircraft and vehicle, etc.
<b>Personal Residential - Condominium Unit Owners Policy</b>	A homeowners insurance policy sold to condominium owners occupying the described property.

<b>Personal Residential – Dwelling/Fire</b>	Coverage protecting the insured against the loss to real or personal property from damage caused by the peril of fire or lightning, including business interruption, loss of rents, etc.
<b>Personal Residential - Farmowners Policy</b>	<p>A package policy for farming and ranching risks, similar to a homeowners policy that has been adopted for farms and ranches and includes both property and liability coverages for personal and business losses.</p> <p>Coverages include farm dwellings and their contents, barns, stables, other farm structures and farm inland marine, such as mobile equipment and livestock.</p>
<b>Personal Residential – Homeowners (Excluding Tenant and Condo) – Owner Occupied Policy</b>	A package policy combining broad property coverage for the personal property and/or structure with broad personal liability coverage. Coverage applicable to the dwelling, appurtenant structures, unscheduled personal property and additional living expenses are typical.
<b>Personal Residential – Mobile Homeowners</b>	<p>A package policy combining broad property coverage for the personal property and/or structure with broad personal liability coverage. Coverage applicable to the dwelling, appurtenant structures, unscheduled personal property and additional living expenses are typical.</p> <p>Includes mobile homes at a fixed location.</p>
<b>Personal Residential - Excess Private Flood</b>	Flood insurance coverage in excess of the coverage provided by the National Flood Insurance Program (NFIP) offered by insurers in the private market.

<b>Personal Residential - Primary Private Flood</b>	Flood insurance coverage offered by insurers in the private market.
<b>Personal Residential - Tenants Policy</b>	Homeowners insurance sold to tenants occupying the described property.
<b>PIF Status</b>	A status given to a filing for a given reporting period indicating whether the PIF validation is within the allowable range. A given report may have a PIF status of either “within range” or “out of range.”
<b>(Policies) Canceled</b>	Policies in which either the policyholder or the insurer decides to stop coverage before the expiration date of the policy. All policies transferred to other corporations, including subsidiaries with a separate book of business, should be reported as canceled.
<b>(Policies) In Force</b>	The number of policies including policies assumed through Citizens Property Insurance Corporation that are in force through the last day of the reporting period. Also known as PIF.

<b>(Policies) Non-Renewed</b>	Occurs when the policy expires and either the policyholder or the insurer decides not to continue the same coverage. This does not include policies canceled.
<b>Policy</b>	A contract for coverage.
<b>Policy Number</b>	An alpha/numeric designation assigned by the insurer to a given policy.
<b>Policy Type</b>	<p>The categories of insurance on a given structure and/or contents. This data call includes policy types:</p> <ul style="list-style-type: none"> <li>▪ Homeowners</li> <li>▪ Farmowners</li> <li>▪ Mobile Homeowners</li> <li>▪ Condo Unit Owners</li> <li>▪ Dwelling</li> <li>▪ Fire</li> <li>▪ Allied Lines</li> <li>▪ Tenants</li> <li>▪ Apartment Buildings</li> <li>▪ Condo Associations</li> <li>▪ Homeowner Associations</li> </ul>
<b>Primary Zip Code</b>	This is the zip code with the most exposure for the policy if covering multiple locations.
<b>Product</b>	<p>A product is a specific type of policy created by an insurer. An insurer may create several products within a line of business.</p>
<b>Q</b>	
<b>R</b>	
<b>Reporting Deadline</b>	On or before the last day of the following month.
<b>Reporting Period</b>	The reporting period is the designated event for companies to submit their filings. The following reporting periods have been identified: Monthly and Periodic.
<b>Requirements</b>	Conditions or capabilities to which a system or service must conform. Requirements can be derived from documented user needs, from a contract, standards or specifications.
<b>Resubmission</b>	A report filing for which a report has already been submitted. The resubmission is intended to replace the original submission.
<b>S</b>	
<b>Settlement Conference</b>	A type of alternative dispute resolution that can be used in an effort to resolve an open claim quickly and fairly.
<b>Structure Exposure</b>	For personal lines residential policies, total dollar coverage

	amount for structure, appurtenant structures contents and loss of use. For commercial lines residential policies, total dollar coverage amount for structures and contents.
<b><i>Submission</i></b>	The Market Intelligence Report filing for one insurer.
	<b>T</b>
<b><i>Tenants</i></b>	A personal residential property policy covering a dwelling or apartment.
<b><i>Total Premiums Written</i></b>	The dollar amount of premiums written for all policies in force.
	<b>U</b>
<b><i>Unaffiliated Companies</i></b>	Insurance companies without a group code or a group code equal to '0000'.
	<b>V</b>
<b><i>Validation Phase</i></b>	Period during import when the system determines if the data is suitable for the storage phase.
	<b>W</b>
<b><i>Wind Coverage</i></b>	Insurance coverage for the perils of windstorm.
	<b>X</b>
	<b>Y</b>
	<b>Z</b>

## Appendix B: Common Data Formatting Considerations

Data filings submitted for the Market Intelligence Report must meet specific data formatting requirements. If any of the requirements are violated, the data filing will be returned for resubmission.

All data filing validation checks performed by the system are documented in the table below.

Formatting Validations	Definition
<b>Missing or Misspelled Column Headings</b>	Column headings must match exactly with column headings provided in the Excel submission template for the respective filing type.
<b>Period End Date</b>	The end date provided in the spreadsheet must be a valid date that matches the period end date for the filing selected.
<b>Missing or Invalid Month</b>	Only the values of January, February, March, April, May, June, July, August, September, October, November and December should be used to specify a month in filings.
<b>Missing or Invalid PIF Number</b>	PIF numbers must be numeric.
<b>Missing FEIN</b>	A valid FEIN must be provided in the spreadsheet and must match that of the selected insurer. This field should be defined as text so that the entire number remains in the field.
<b>Invalid County/Zip Code/Policy</b>	Each County/Zip Code/Policy combination must be unique.
<b>Blank County Name</b>	County name cannot be blank.
<b>Invalid County Name</b>	County names must match valid counties in Florida.
<b>Blank Policy Name</b>	Policy names cannot be blank.
<b>Blank Zip Code</b>	Zip code cannot be blank.
<b>Invalid Zip Code</b>	Zip code values must match valid zip codes in Florida.

<b>The Policy Name specified could not be matched in the database. *</b>	The Policy Name must be a valid Policy Type. Valid Policy Types:
	Personal Residential - Tenants
	Personal Residential - Homeowners (Excl Tenant and Condo) - Owner Occupied
	Personal Residential - Farmowners
	Personal Residential - Mobile Homeowners
	Personal Residential - Allied Lines
	Personal Residential - Condominium Unit Owners
	Personal Residential - Dwelling/Fire
	Personal Residential - Excess Private Flood
	Personal Residential - Primary Private Flood
	Commercial Residential - Dwelling/Fire (Condo Associations Only)
	Commercial Residential - Allied Lines (Condo Associations Only)
	Commercial Residential - CMP (Condo Associations Only)
	Commercial Residential - Dwelling/Fire (Excl Condo Associations)
	Commercial Residential - Allied Lines (Excl Condo Associations)
	Commercial Residential - CMP (Excl Condo Associations)

*\* Please ensure there is no excess spacing around Policy Types when pasting data.*

Data Validations
If PIF is greater than zero, then the PIF Including Wind plus PIF Excluding Wind must be greater than zero.
The sum of the PIF Including Wind and Excluding Wind must equal PIF.
If PIF is being reported, then the premium and exposure for those policies must be reported.
If the PIF Including Wind is greater than zero, then the Premium Including Wind must be greater than zero.
If the PIF Excluding Wind is greater than zero, then the Premium Excluding Wind must be greater than zero.
If the PIF Including Wind is greater than zero, then the Exposure Including Wind must be greater than zero.
If the PIF Excluding Wind is greater than zero, then the Exposure Excluding Wind must be greater than zero.
If the number of Canceled Policies Due to Hurricane Risk is greater than zero, then the number of Canceled Policies must be greater than zero.
If the number of Non-Renewed Policies Due to Hurricane Risk is greater than zero, then the number of Non-Renewed Policies must be greater than zero.
The number of New Policies must not be greater than the number of PIF.
The Current Number of Claims Pending equals Previous month Number of Claims Pending at the end of the month plus Number of Claims Opened during the reporting month minus Number of Claims Closed during the reporting month.
The Number of Lawsuits Open at Beginning of Month plus the Number of Lawsuits Opened During the Month minus the Number of Lawsuits Closed During the Reporting Month must equal the Number of Lawsuits Open at End of Month.
The Number of Lawsuits Closed with Consideration for the Consumer During the Reporting Month must be less than or equal to the Number of Lawsuits Closed During the Reporting Month.
All fields are required.

## Appendix C: PIF Calculation

The IRFS system validates PIF values for accuracy between each monthly filing by using one validation.

The **PIF validation** is calculated in the following manner for each policy type and each county:

**PIF Validation =**

Prior Period Ending PIF + New Policies Total + Books of Business Received Total  
- Cancelled Policies Total - Non-Renewed Policies Total - Books of Business Transferred Total

This calculation is then compared to the current period ending PIF. If they match, the validation will be true.

## Appendix D: Current Reporting Policy Types

<b>Reporting Policy Types</b>
Commercial Residential - CMP (Condo Associations Only)
Commercial Residential - (Apartment Buildings) - WIND ONLY
Commercial Residential - (Condo Associations Only) - WIND ONLY
Commercial Residential - (Homeowners Association) - WIND ONLY
Commercial Residential - Allied Lines (Condo Associations Only)
Commercial Residential - Allied Lines (Excl Condo Associations)
Commercial Residential - CMP (Excl Condo Associations)
Commercial Residential - Dwelling/Fire (Condo Associations Only)
Commercial Residential - Dwelling/Fire (Excl Condo Associations)
Personal Residential - Allied Lines
Personal Residential - Allied Lines - WIND ONLY DWELLINGS
Personal Residential - Condominium Unit Owners
Personal Residential - Condominium Unit Owners - WIND ONLY
Personal Residential - Dwelling/Fire
Personal Residential - Dwelling/Fire - Mobile Homeowners
Personal Residential - Dwelling/Fire - Mobile Homeowners - WIND ONLY
Personal Residential - Excess Private Flood
Personal Residential - Farmowners
Personal Residential - Homeowners (Excl Tenant and Condo) - Owner Occupied
Personal Residential - Homeowners (Excl Tenant and Condo) - Owner Occupied - WIND ONLY
Personal Residential - Mobile Homeowners
Personal Residential - Mobile Homeowners - WIND ONLY
Personal Residential - Primary Private Flood
Personal Residential - Tenants
Personal Residential - Tenants - WIND ONLY