

**Harleysville Mutual Insurance Company**  
**Flood Insurance Processing Center ♦ Rollover Department**  
P.O. Box 2057 ♦ Kalispell, Montana 59903-2057  
Telephone: 866-796-9340 Fax: 406-755-4060  
[nfsrollover@nfs.stoneriver.com](mailto:nfsrollover@nfs.stoneriver.com)

**March 18, 2011**

**Agency# 00000-00000-000-00001**

**Company Code: 14168**

Agency Name

Attn

Fax:

Email:

Dear Producer:

Thank you for submitting the flood insurance paperwork for the clients listed on the following pages. If all appropriate documents are received, they will be processed for Rollover/Renewal and a bill will be sent out. In the case that additional underwriting information is required you will receive a request for additional documentation. If the required information is not received, a bill will not be mailed out.

Renewal notices will go out to the insured's and the mortgage companies (if applicable) up to 90 days in advance of the expiration date. You may access a list of rollovers that have been entered on the system as frequently as you desire by logging onto our website ([www.floodpro.net](http://www.floodpro.net)) and selecting "Reports" from the navigation menu found on the left side of your computer screen. You may also access a copy of the renewal offer by logging onto our website and select "Pay Renewal Bill". Enter the rollover reference number indicated on this letter.

Renewal premiums must be received in our office within the 30-day grace period (expiration date + 29 days) to avoid policy lapse. If the premium is received between 31 to 90 days following the expiration date, the policy will renew 30 days from the cash receipt date. If the premium is received more than 90 days following the policy expiration, the policy will need to be submitted as new business with an application.

Once premium is received in our office, the policy will be assigned a new Harleysville policy number. If there are any changes that need to be made on these policies prior to the renewal dates, please notify us in writing of these changes.

If any of the policies renew through their current carrier, please send a copy of the new declarations page as soon as you receive it, so that we can update the policy information for the next renewal.

Thank you for your confidence in Harleysville and for assisting us in making the rollover process as smooth as we can for you. We appreciate your time and effort. Please give us a call if we can answer any questions regarding the process.

The following policies have been reviewed and are being processed. If, during underwriting, we notice additional documentation is required, we will notify you.

INSURED:

REFERENCE#:

EXPIRE:

The following policies have been reviewed and were found to require additional documentation before we can process them for rollover.