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TO: All Agents writing new and renewal T.W.I.A. Policies

**RE: Binding Procedures
When a Hurricane Threatens the Gulf Coast**

*******R E M I N D E R*****
IMPORTANT NOTICE – PLEASE READ CAREFULLY
HURRICANE PROCEDURES**

As a friendly reminder, the following excerpt from the Texas Windstorm Insurance Association *Plan of Operation* overviews the guidelines regarding acceptance of additional business with the following statement:

‘No new or increased coverage applications will be accepted on the day (beginning at 12:01 A.M.) or after a windstorm designated as a hurricane by the United States Weather Bureau is in the Gulf of Mexico or within the boundaries of 80 degrees west longitude and 20 degrees north latitude until the General Manager determines that the storm no longer threatens property within the designated catastrophe area of the Texas Windstorm Insurance Association...’ (NOTE: To view the complete text, see page 4 of the T.W.I.A. Instructions and Guidelines Manual (8-01-07 ed.) under General Information, Item 2, Effecting Coverage, which can be viewed on-line at www.twia.org by clicking on “Downloads”, then choosing “T.W.I.A. Complete Instructions Manual”).

Automated Renewal Process:

T.W.I.A. assumes no responsibility and no liability for failure of the insured or agent to secure uninterrupted coverage. Records should be maintained by the agent to ensure that all policies are properly renewed.

If you need additional information concerning placement of business when a hurricane is imminent, or in regard to the automated renewal process, please contact the T.W.I.A. office.