



Randy Wipf, CIC  
Director - Underwriting/Pricing

MEMORANDUM

DATE: March 16, 2005

TO: ALL AGENTS

RE: **Replacement Cost Calculator for residential dwellings**

*Please read and route to interested personnel in your agency!*

**Any applications sent to T.W.I.A. on or after May 1, 2005 requesting a new residential dwelling policy must include a residential replacement cost valuation. In addition, requests for renewal residential policies on the 5<sup>th</sup> year and at subsequent 5-year intervals, i.e. 10, 15, 20, 25... must have a residential replacement cost valuation.**

T.W.I.A. now has a **FREE** on line replacement cost valuation program. You can use this convenient service or send us a copy of a valid replacement cost valuation from another source. The T.W.I.A. replacement cost valuation program is now “live” on the T.W.I.A. web site. Please take the opportunity to go in and “test drive” the program between now and the mandatory use date of May 1st. To use the T.W.I.A. replacement cost valuation, please refer to the attached instructions.

**NOTE: All agencies registered with T.W.I.A. E-Quote as of February 3, 2005** have received an email notification of their M/S&B Replacement cost sign-in user ID and password. When using the replacement cost program through T.W.I.A., the M/S&B ID and password must be used to access the program calculator. For **all other agencies going forward**, the procedure will require signing up on the T.W.I.A. web site for E-Quote, then requesting a separate user ID and password from Donna Hinkle at T.W.I.A. Donna can be emailed by clicking on “**contact**” at the T.W.I.A web site home page, then clicking on “**Contact agent registrar**” beside her name. On the email screen that appears, simply ask for an ID and password to access the replacement cost calculator. Your M/S&B ID and password will be emailed within several business days.

# T.W.I.A. Residential Dwelling Replacement Cost Valuation Use Instructions

An access link is available on the T.W.I.A. web site, [www.twia.org](http://www.twia.org) in the following two places:

- 1) The T.W.I.A. Home Page menu (located on the left side of the screen) has “Replacement Cost Calculator” as one of the menu choices. Clicking on this menu item opens the replacement cost valuation program.

or

- 2) When in the dwelling coverage section of E-Quote, clicking on the underlined link titled, “Replacement Cost” opens the dwelling valuation program.
  - Next, you must log in\*. After logging in to the program, a simple step by step process of entering the following fields of information yields the replacement cost:
    - a. zip code
    - b. number of families
    - c. year built
    - d. style
    - e. number of stories
    - f. total living area
    - g. foundation type
  - Other characteristics, listed by heading, have pre-set defaults. Each default factor can be changed by clicking on the category heading and making the change desired. After completion, the program is capable of several types of reports, however, the standard (1 page) report is the only item required for inclusion with the T.W.I.A. application, by printing the estimate and including it with the submission to T.W.I.A.
  - To store the estimate for future access, click on “Finish/Close” on the bottom right hand corner of the program screen, and choose “Save Valuation”. The valuation is saved for 3 months, unless you assign a policy number on the first page of the program, by clicking on the “Assign Policy Number” button, then filling in the field with a number of your own choosing. By assigning a policy number the valuation is saved in the M/S&B system indefinitely.

NOTE: The dwelling’s actual cash value (ACV) will also be displayed when using the E-quote program after filling in the replacement cost field using the result of the valuation performed. The amount of insurance selected for the subject dwelling must comply with the minimums required by T.W.I.A. for either ACV or RC.

## **\*Log in:**

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## **Texas Windstorm Insurance Association**

5700 South MoPac Expressway, Building E, Suite 530, Austin, Texas 78749 • P.O. Box 99090, Austin, Texas 78709-9090  
512-899-4900 / Fax 512-899-4950