

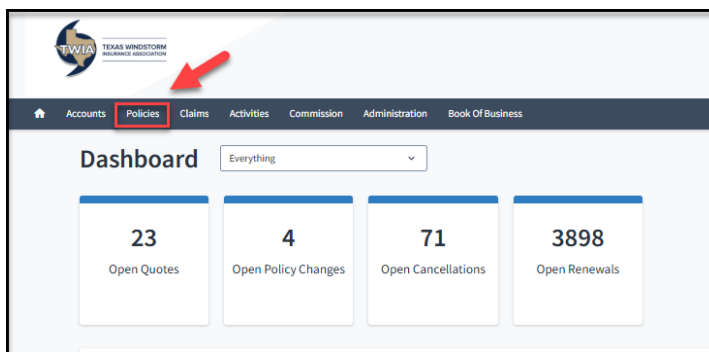


Requalifying A TWIA Renewal

This job aid shows how to requalify a renewal in TWIA Agent Portal.

Please note, to requalify for TWIA coverage, the property must meet our declination (TWIA [Declination Requirements](#)) and flood requirements (TWIA [Flood Requirements](#)). TWIA has a declination form you may use for your convenience: [TWIA Declination Form](#). You may also use FEMA's website: <https://msc.fema.gov/portal/home> to lookup flood zones.

1. Please log in to the Agent Portal. After you sign into the system, you will land on the Agent Dashboard page. Select. "Policies" to continue.



2. On the Policies screen, select "Requalification Renewal" (renewals that need to be requalified will show under this tab at 90 days before the renewal date) and then click on the "Policy Number" you would like to work with. *****Please note you will requalify the expiring policy, not the renewal offer itself. If you complete the requalification between 90-61 days before renewal, the renewal transaction will generate 60 days before the renewal date. If you requalify after day 60, the renewal transaction will generate once requalified.**

PRODUCT	POLICY TYPE	POLICY NUMBER	EXPIRATION DATE	ACCOUNT	REQUALIFICATION STATUS
▲	Dwelling and Personal Property	TWIDOC	5/25/2024		Pending Requalification
▲	Dwelling and Personal Property		5/25/2024		Pending Requalification
▲	Dwelling and Personal Property		5/25/2024		Pending Requalification
▲	Dwelling and Personal Property		5/25/2024		Pending Requalification



3. On the next screen, select “Add Requalification.”

4. Please make sure you read the information listed in the boxed area below. TWIA requires that you keep the declination documentation you are using on file for 5 years. You will be asked to provide this information in the event you or your agency are audited. Please answer all questions with the red asterisk next to them *. When ready to continue, select “Submit.”

Requalification

I am representing that a diligent effort has been made by the agent and/or policyholder to obtain comparable wind and hail insurance coverage from an admitted property insurance carrier in Texas that is licensed to write property insurance. I understand that the Texas Windstorm Insurance Association (TWIA) may independently verify the information and take appropriate action including cancellation of a policy issued by TWIA if I have in any way misrepresented this information.

Policy Type: Dwelling and Personal Property

TWIA Requalification Questions

*Has the applicant been declined wind and hail coverage by at least one insurance company in the private market? Yes No

*Is any part of this property located in one of the designated National Flood Insurance Program (NFIP) flood zones (V, VE, or V1-30)? Yes No

Cancel Submit

5. Your requalification has been submitted. Please click “Close” to finish.

Submitted Requalification

Your updated declination and flood information have been received and the policy is pending renewal

Close

