**Company Name:**

Please complete and return this checklist with your final FHCF commutation submission. Please notify the FHCF Administrator at [FHCFAdministrator@paragon.aon.com](mailto:FHCFAdministrator@paragon.aon.com) when all documentation has been provided. *The commutation review process will not commence until all documentation is received.*

**Please ensure that you submit these records for each 2017 hurricane that has, or is expected to, trigger FHCF coverage for your company, if applicable. If your company has already executed a commutation agreement for a specific 2017 hurricane, no further documentation is required for that storm.**

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| **FINAL REPORTS** (please submit through the [FHCF Online Claims System](https://fhcfclaims.paragon.aon.com/Claims/)) | |
|  | 1. A final Proof of Loss Report (POL) for each 2017 hurricane that has, or is expected to, trigger FHCF coverage for your company. |
|  | 1. A corresponding Detailed Claims Listing (DCL) supporting all losses (paid and outstanding) for each 2017 hurricane.   Note: Data requirements for the DCL are outlined under Records Retention Requirements on page 2 of the POL. The file layout requirements are outlined in the [Contract Year 2017 Detailed Claims Listing Instructions](http://fhcf.azurewebsites.net/wp-content/uploads/2017/05/17dcl.pdf)*.* |

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| **OPEN/OUTSTANDING CLAIMS SUPPORT** | | | |
| The following information is required for each open/outstanding claim. Documentation should be complete but should not contain irrelevant information (e.g., pictures, diagrams, measurements, etc.). **Each item below must be clearly identified with the claim number (as reported on the DCL).** Please explain any items not included. | | | |
| **Included** | **N/A** |  | **Allowable File Types** |
|  |  | 1. Declarations page for the policy in effect at the time of loss | **.pdf** |
|  |  | 1. First Notice of Loss | **.pdf** |
|  |  | 1. Payment history (must reconcile to the amount reported in the DCL) | **.xls, .xlsx, .pdf** |
|  |  | 1. Reserve history including the original reserve posted and any reserve transactions through the date of the final POL | **.xls, .xlsx, .pdf** |
|  |  | 1. All adjuster’s notes, reports and/or claim letters which provide a description and estimate of the loss | **.pdf** |
|  |  | 1. Listing of all paid and outstanding policyholder fees, on behalf of or inuring to the benefit of the policyholder (attorney fees, public adjuster fees, etc.) that were included in the amount(s) as reported on the DCL, including clearly labeled supporting documentation | **.xls, .xlsx, .pdf** |
|  |  | 1. Statement or table providing an estimation of future loss payment dates and amounts for each individual open/outstanding claim (this is needed to determine what, if any, discounting factor is appropriate) | **.pdf** |
|  |  | Comments: | |

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| **INCURRED BUT NOT REPORTED (IBNR) LOSSES** | |
| **Included** | Company has no reported IBNR losses |
|  | A signed opinion on the capitalized (present) value of the IBNR losses from a company actuary or your company’s actuarial consultant (the opinion for all applicable hurricanes may be combined as one document as long as each hurricane is specifically addressed)  ***Please ensure that the following criteria are considered in the opinion:*** |
|  | 1. The value of IBNR reported on the final POL(s) does not exceed the selected value in the actuarial opinion |
|  | 1. The selected IBNR value(s) is/are for covered loss only, i.e., direct incurred losses and additional living expenses, and appropriately exclude losses not covered under the [2017 FHCF Reimbursement Contract](http://fhcf.paragon.aonbenfield.com/contracts/2017/), such as loss adjustment expense and ex-wind, non-habitational, and non-Florida losses |
|  | 1. That the underlying data provided in support of the IBNR selection is for the single company’s reported losses as opposed to being inclusive of data for other companies within a group   *Note: If the underlying data does include other companies, the methodology and data sources used for the adjustments to FHCF covered losses for the company must be included in the signed opinion or supporting documentation.* |
|  | 1. If the IBNR value(s) is/are discounted, the details of the discount assumption and payout are included |
|  | 1. A description of the methodology used, including applicable derivation calculations and underlying sources of data used in the assumptions must be provided (examples of assumptions include projected counts, projected averages, projected dollars, curve selections, and curve parameters) |
|  | Comments: |