**Company Name:**

Complete and upload this checklist with your final FHCF commutation submission through the [FHCF Online Claims System](https://fhcfclaims.paragon.aon.com/Claims/). Notify the FHCF Administrator at FHCFAdministrator@paragon.aon.com when all documentation has been provided.

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| **FINAL REPORTS**  |
| [ ]  | 1. A final Proof of Loss Report (POL) for Hurricane Michael if your company has, or expects to, trigger FHCF coverage.
 |
| [ ]  | 1. A corresponding Detailed Claims Listing (DCL) supporting all Hurricane Michael losses (paid and outstanding).

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 2018 Detailed Claims Listing Instructions](http://fhcf.azurewebsites.net/wp-content/uploads/2017/05/17dcl.pdf)*.* |
| Included [ ] N/A[ ]  | 1. Documentation for each open/outstanding claim.

**If outstanding claims are reported, ensure the information on page 2 is submitted for each open/outstanding claim.**  |
| Included[ ] N/A[ ]  | 1. A signed and dated actuarial opinion on the capitalized (present) value of reported IBNR losses.

**If IBNR is reported, please answer the questions below and have a company actuary or your company’s actuarial consultant complete the Actuarial Checklist.**  |
|  | 1. If IBNR is reported, does the actuarial IBNR evaluation date match the as of date of the POL? (If No, please explain.)

Yes [ ]  No [ ] Explanation:       |
|  | 1. If IBNR is reported, does the actuarial evaluation of IBNR equal the IBNR on the POL submitted for commutation? (If No, please explain.)

Yes [ ]  No [ ] Explanation:       |

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| **OPEN/OUTSTANDING CLAIMS SUPPORT** Combine documents into a zip file and upload under “Supporting Documentation.” Each upload must be less than 50MB. |
| 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) and in the order listed below.** Explain any items not included.*Note: If the company does not propose a present value discount for its reported outstanding losses, the FHCF will apply a present value discount to the final agreed upon aggregate value of the outstanding losses.* |
| **Included** |  | **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, adjuster’s estimate, sworn proof of loss, and/or correspondence that provide evidence of estimates supporting the outstanding reserve
 | **.pdf** |
| [ ]  | 1. Lawsuit complaint, documented demand and/or other support for 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 amounts(s) as reported on the DCL.
 | **.pdf** |
|  | Comments:       |  |
| **SUBMITTED BY:****Name:**      **Title:**      **Email:**      **Signature: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |