

AMsuite® Adding Multiple Residential Properties

This document will provide step-by-step instructions for adding additional residential properties owned by the applicant during the quoting process.

After entering the first property address in AMsuite, Select **Add Property** to add another property address.

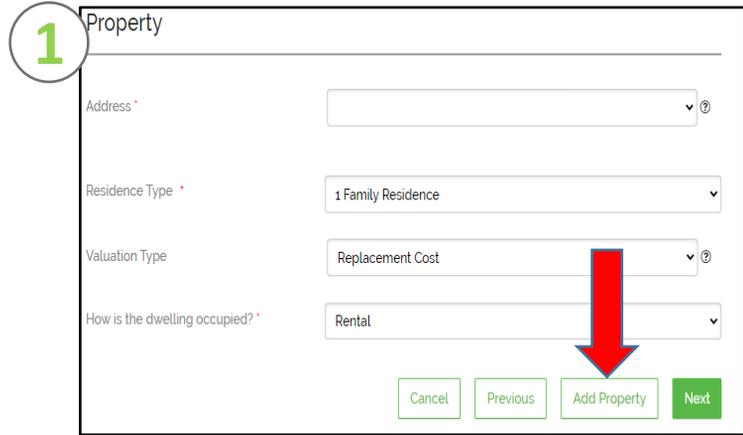
1 Property

Address * ②

Residence Type *

Valuation Type ②

How is the dwelling occupied? *



Enter in the additional property address including the City, State, and Zip Code. You will see the property number in the top left-hand-corner. Select **Continue** once all fields are answered.

2

Address * ②

Country

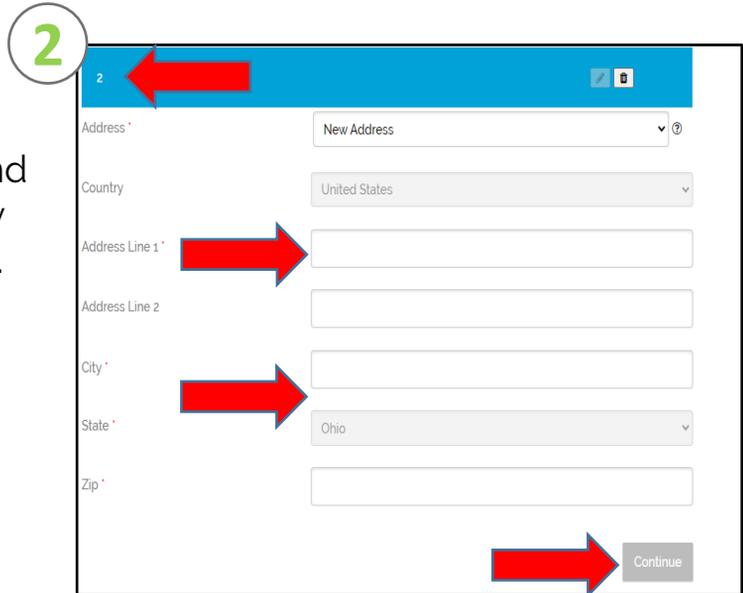
Address Line 1 *

Address Line 2

City *

State *

Zip *



Select the answers to the Resident Type, Valuation Type, and Occupancy questions.

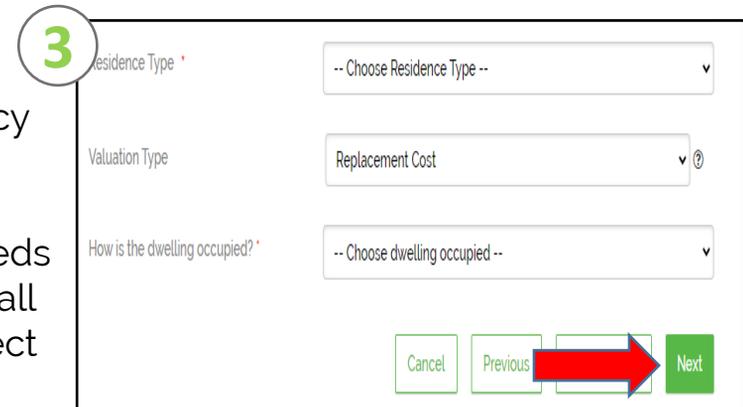
If an additional property address needs to be added select **Add Property**. If all property addresses are entered select **Next** to continue quote.

3

Residence Type *

Valuation Type ②

How is the dwelling occupied? *



AMsuite®

Adding Multiple Residential Properties

Select the answers to all the required fields on the Valuation tab for each dwelling. Dwelling number can be found in the top left-hand-corner. Select **Continue** once all required fields have been answered.

4 Valuation

Dwelling 1

Year Built *

Construction Type * Please Select

Number of Stories * Please Select

Do not include the basement (finished or unfinished) in Finished Living Area.

Finished Living Area (Sq Ft) *

Valuation Type Replacement Cost

Protection Class 4

Continue

Select the answers to all the required fields on the Valuation tab for each Dwelling. Select **View MSB** to review the Replacement Cost Estimator. Select **Retrieve from MSB** if any changes were completed.

5 Townhome or Row Home? * Yes No

Foundation Type Basement - Below Grade

Roof Covering Architectural Shingle

Roof Slope/Style Slight Pitch

Year Roof Replaced * 2020

Primary Heating Natural Gas

MSB Reported Value 283116

Estimated Valuation * 280000

Read-only details have been retrieved from MSB. To make changes, please "View MSB" and then "Retrieve from MSB" to refresh the details.

View MSB **Retrieve from MSB** **MSB Report**

Select **Dwelling 2**, answer the required fields for each Dwelling. Select **Continue** once all required fields have been answered.

6 Dwelling 1

Dwelling 2

Year Built * 2000

Construction Type * Brick/Masonry

Number of Stories * 2

Do not include the basement (finished or unfinished) in Finished Living Area.

Finished Living Area (Sq Ft) * 2000

Valuation Type Replacement Cost

Protection Class 4

Continue

AMsuite®

Adding Multiple Residential Properties

Answer the required questions on the Valuation tab for each additional dwelling. **Select View MSB** to review the Replacement Cost Estimator. Select **Retrieve from MSB** if any changes were completed.

7

Townhome or Row Home? Yes No

Foundation Type: Basement - Below Grade

Roof Covering: Architectural Shingle

Roof Slope/Style: Slight Pitch

Year Roof Replaced:

Primary Heating: Natural Gas

MSB Reported Value: 283116

Estimated Valuation:

Read-only details have been retrieved from MSB. To make any changes, please "View MSB" and then "Retrieve from MSB" to refresh the details.



Select **Next** to proceed to the Discounts and Surcharge tab.

8

Answer the **Discounts / Surcharges** fields.

Discounts / Surcharges

Does the applicant intend to enroll in paperless policy delivery? Yes No

Will the applicant be paying in full for this policy? (Not eligible if Lienholder billed) Yes No

Eligible for multi-policy discount? Yes No

Does the applicant currently have an automobile policy written through your agency?

Has the applicant had any losses above \$500 in the past 3 years? Yes No

Has the applicant had similar insurance declined, cancelled, or non-renewed? Yes No

How many dwellings does the applicant own?

Is the applicant a member of any of the following organizations? If so, select one.

Select **Add**, to add any prior losses for each property and the applicant. Continue with quoting the risk(s).

9 Prior Losses

Date of Loss	Cause of Loss	Total Amount Paid by Carrier	Loss Related to a Catastrophe

AMsuite® Adding Multiple Residential Properties

Review and fill in the required fields for the **Discounts / Surcharges** for Dwelling 1.

10

Dwelling 1:

Will the lease terms for this dwelling be less than 3 months? Yes No

Is the dwelling occupied as a fraternity, sorority, student housing, group home, halfway home, or other similar occupancy? Yes No

For the length of time the applicant has owned the dwelling, how many days has it gone uninsured?

Under Construction or Major Renovation? Yes No

Supplemental Heating Source (including wood/pellet burning stove)? Yes No

Central Station Fire & Smoke Alarm Yes No

Central Station Burglar Alarm Yes No

Local Smoke and/or Burglar Alarm Yes No

Deadbolts, Smoke Alarm and Fire Extinguisher Yes No

Repeat the previous step for Dwelling 2.
Select **Next** once all the fields have been answered.

11

Dwelling 1:

Dwelling 2:

Will the lease terms for this dwelling be less than 3 months? Yes No

Is the dwelling occupied as a fraternity, sorority, student housing, group home, halfway home, or other similar occupancy? Yes No

For the length of time the applicant has owned the dwelling, how many days has it gone uninsured?

Under Construction or Major Renovation? Yes No

Supplemental Heating Source (including wood/pellet burning stove)? Yes No

Central Station Fire & Smoke Alarm Yes No

Central Station Burglar Alarm Yes No

Local Smoke and/or Burglar Alarm Yes No

Deadbolts, Smoke Alarm and Fire Extinguisher Yes No



Review the **Quote** page. Scroll down to review the coverages.

12

Quote 

\$1,662.00 Total Annual Cost 

Underwriting Issues

SHORT DESCRIPTION	LONG DESCRIPTION	STATUS

AMsuite® Adding Multiple Residential Properties

Review and Select the coverage for Dwelling 1. Scroll down to review and Select each Dwelling coverages.

13 Dwelling #1 - 1

Dwelling \$831.00

Limit * 280000

Settlement Option * Replacement Cost

Roof Loss Settlement Option * Replacement Cost Roof 20 Years & Newer

All Other Peril Deductible * 500

Other Structures \$0.00

Limit * 28000

Settlement Option * Replacement Cost

Roof Loss Settlement Option * Replacement Cost Roof 20 Years & Newer

Review and Select the coverage for Dwelling 2.

14 Dwelling #2 -

Dwelling \$831.00

Limit * 280000

Settlement Option * Replacement Cost

Roof Loss Settlement Option * Replacement Cost Roof 20 Years & Newer

All Other Peril Deductible * 500

Other Structures \$0.00

Limit * 28000

Settlement Option * Replacement Cost

Roof Loss Settlement Option * Replacement Cost Roof 20 Years & Newer

Select the **Calculator** to review the new Quoted Premium for the total of both properties.

15 Quote

\$1,631.00

Click on the calculate button to get a new price



Select the Printer button to print the quote out. Select **Proceed to Issue** for the Issuance Tab.

16 Quote

\$1,631.00 Total Annual Cost



Proceed to Issue



For Agent Use Only - Not for Distribution

April 2021
Version: 1

Coverage is subject to policy terms, conditions, limitations, exclusions, underwriting review and approval, and may not be available for all risks or in all states. Rates and discounts vary, are determined by many factors and are subject to change. Policies are written by one of the licensed insurers of American Modern Insurance Group, Inc., including but not limited to American Modern Property and Casualty Insurance Company (CA Lic. No. 6129-1).

American Modern Insurance Group, American Modern, AMsuite, modernLINK, and Homeowners FLEX are trademarks or registered trademarks of American Modern Insurance Group, Inc.