

How to Change Mortgagee Clause & View Updated Declarations Page

1. On the Policy Status Page Select the “Lender Information” page highlighted below.

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Policy Number: 09 **03 (Active)**

Company
First Community Insurance Company

Product / Line of Business
Homeowners / HO3

Agent Name **Agent Number**

Insured Name & Address [Google Maps](#) **Property Address** [Google Maps](#)

Effective - Expiration Date
07/20/2017 - 07/20/2018

Term
12 Months

Inforce Premium	\$4,780.00	Written Premium	\$4,780.00
Total Fees	\$27.00	Total Paid	\$4,807.00
Returned	\$0.00	Waived	\$0.00
Policy Balance	\$0.00		

Lender Information

Name 1 / Address 1	Name 2 / Address 2	Type	Loan #	Status	Addl Info
QUICKEN LOANS INC ISAOA P O BOX 202070 FLORENCE, SC 29502		First Mortgagee		Active	

Payment Information

Description	Payment Amount	Check Number	Check Date	Received Date
Payment				

Refund Information

No Refund Information Found for This Policy

[New Search](#)

PROGRESS

- Policy Status
- Claim Information
- Lender Information**
- Payment Information
- Refund Information
- Coverage Information
- Document Information
- Transaction History
- Forms History
- Change Payor
- Forms and Endorsements
- Make Payment
- Reprint Current Dec Page
- Print Policy Jacket
- Report Loss
- Submit Request/File Upload
- Request History

Action Icons –

- Click “AddLender” icon underneath the Policy if this is the first time a Lender has been added to the policy
- Click “Edit This Mortgagee” if the mortgagee needs to be revised
- Click “Delete This Mortgagee” if the mortgagee needs to be removed
- Click “Email Declarations Page” to email updated declarations page to the Agent and/or Insured

Mortgagee Change – Additional Information

- Updated Declarations Page will automatically generate after the Mortgagee has been updated
- In the event of multiple Mortgagees listed please delete the First Mortgagee prior to adding the new lender so that the Mortgagee order will not change.
- If a policy’s renewal has been issued then renewal policy must be updated in a separate transaction because the policy’s mortgagee change does not update the renewal offer.