



Verification Cheat Sheet

Verification		Auto Policy Renew Dates	
Homeowners	Auto	6 month policies	
Caller Identity and Company	Caller Identity and Company	1 - Jan	7 - July
Policy Number	Policy Number	2 - Feb	8 - Aug
Homeowner's Name	Owner's Name	3 - Mar	9 - Sept
Property Address	Auto Make and Model	4 - April	10 - Oct
Loan Number	Last 5 digits of VIN	5 - May	11 - Nov
Who Pays	Note: it is okay to verify auto insurance liability for DMV	6 - June	12 - Dec
Facts and Reminders			
<ul style="list-style-type: none"> Homeowner's policy renewals are sent 45 days prior to the renewal date Verify the loan number and correct it if necessary Advise the caller when there is a 2nd mortgage on the policy If the policy payments are monthly, but the mortgagee pays, the agent will need to convert the policy to full pay before the payment is sent in. 			
ISAOA =		Its Successors and or Assigns	
ATIMA =		As Their Interests May Appear	
Escrowed =		Mortgagee pays	
Non-Escrowed =		Homeowner pays	
<ul style="list-style-type: none"> Texas Deductible - Clause 1 – wind / Clause 2 – Tropical Cyclone / Clause 3 – All Perils 			
Billing and Payments			
Payment Address		Overnight Payment Address	
Farmers Insurance Group Payment Processing Center PO Box 913, Carol Stream, IL 60132-0913		Farmers Insurance Group c/o Citi-Bank Lockbox Operations 8430 W Bryn Mawr Ave 3 rd Floor, Chicago, IL 60631	
Special Processing Number			
Special Processing (FAX)	external	(208) 915-3531 fax	FOR MORTGAGEE INFO NOT FOUND IN DATABASE FAX REQUESTS ONLY. NO CALLS OR TRANSFERS. 24 – 48 hour turnaround time