

**FLORIDA HURRICANE CATASTROPHE FUND  
EXPOSURE EXAMINATION – CONTRACT YEAR 2022**

**ADVANCE RECORDS AND INFORMATION**

Advance records and information for an FHCF exposure examination must be submitted via FHCF *WIRE*. To access the company’s checklist for this exam, log in to [www.sbafla.com/fhcfwire/](http://www.sbafla.com/fhcfwire/).

**EXAM LOCATION & CONTACT INFORMATION**

The following information must be entered directly into *WIRE*

- **Exam Location:** street address where the exam should be conducted
- **Exam Coordinator:** name & complete contact information of the person who will be coordinating the exam
- **Executive Contact:** name & complete contact information of an executive contact
- **Underwriting/Rating Contact:** name & email of a person familiar with the underwriting/rating manuals

<b>ADVANCE RECORDS</b> For detailed record specifications & instructions, refer to the Advance Preparation Instructions (FHCF-EAP1)	<b>Upload Required?</b>	<b>Allowable File Types</b>
<b>Completed Operations Questionnaire</b>	YES	.xls .xlsx
- Attachments required for Operations Questionnaire	IF APPLICABLE	.zip
<b>Completed Construction Mapping Worksheet</b>	YES	.doc .docx .pdf
- Construction Mapping Approval Letter	IF APPLICABLE	.pdf
<b>Forms and Endorsements List</b>	YES	.xls .xlsx
<b>Forms and Endorsements Specimen Copies</b>	YES	.zip
<b>Windstorm Mitigation Features Mapping</b>	YES	.xls .xlsx .doc .docx .pdf
<b>Statutory Page 14 (FL direct written premiums) for year ending 12/31/21</b>	YES	.pdf
<b>Direct Written Premium (DWP) Report for year ending 12/31/21</b>	YES	.txt
<b>Underwriting/Rating Manual for Florida policies covered by the FHCF</b>	YES	.pdf .zip
<b>Cover Letter and Other Support Files</b> Additional information that the company wishes to bring to the attention of the examiner should be noted in a cover letter.	IF APPLICABLE	.doc .docx .pdf .zip
<b>Required Records Checklist Report</b> <i>WIRE</i> will create and update a checklist for you as you upload/enter exam records and information.	N/A	<i>WIRE</i> -generated (no upload necessary)

*FOR YOUR CONVENIENCE...* the following 2022 FHCF Examination documents and worksheets can be downloaded directly from the *WIRE* checklist: Advance Preparation Instructions (FHCF-EAP1), Operations Questionnaire, Construction Mapping Worksheet, and the *WIRE*-generated Required Records Checklist Report.

*Note that this information sheet is provided for reference only and should not be uploaded or submitted to the FHCF.*