

If you have any questions about how to complete this checklist, please contact your Account Executive.

Information Required for Request

1. Consumer Name: _____
2. Subject Property Address: _____

3. Effective Date: _____

Lender / Additional Insured Information

Select all that apply: ☐ Lender ☐ Additional Insured ☐ Loss Payee

Lender / Additional Insured:

GenWay Home Mortgage, Inc., ISAOA/ATIMA

2801 Network Blvd, Suite 600

Frisco, TX 75034

Loan # _____

Contact: _____

Email: _____ Phone: _____

Additional Property Information

- Approximate age of roof or year replaced/renovated
- Full Property Inspection Report if property is C2-C5 rating
- For all properties, provide:
 - Flood certificate
 - Appraisal report
- If the property is located in Florida, provide:
 - 4-point inspection and Wind Mitigation Report
- If the property is a condominium/townhome, specify the number of units that have shared walls

Important Notes:

- All required information must be submitted **in the body of your email request**. Properties containing **fuses in the electrical system or knob-and-tube wiring are not allowed** but may be considered on a case-by-case basis.
- Once all required information **is received, HOI requests may take up to 48 hours to complete**
- Please advise of any changes or updates **within the same email thread as your original request**

