



502-425-9998  
888-222-7702  
FAX 502-425-8237  
Email KFP@KYFAIRPLAN.com

TO: PRODUCERS  
DATE: OCTOBER 1, 2010  
RE: APPLICATION PROCEDURES

---

# BULLETIN

The Kentucky FAIR Plan Underwriting Department prides itself on prompt service when reviewing and binding eligible applications. We are having a problem with application completion and we need your help.

When applications are received in our office and we have to e-mail or phone producers due to the application being incomplete, it slows the process down for your customer and for our office. Due to poor application completion, too much time is being spent on these issues, when it could be avoided. Unfortunately many applications must be returned to your office due to no response and the applicant still has no coverage.

The applications require photos of the front and back and must be filled out completely and signed by both the insured and producer. Manuals are posted on the website and include square footage guidelines that the Underwriting Department utilizes to check the amount of coverage that has been requested. The applications have a cover page with information to assist you to complete it properly.

Our website is user friendly and we suggest that you become familiar with it. A password is not required to access the Home page however one is required to access the payment and claim inquiry section for your agency. If you need password assistance, please give us a call.

Good application completion and adherence to our application requirements will save everyone time and will enable us to provide you with the best possible service.

We are always happy to answer your questions and to assist you when help is needed so please do not hesitate to give us a call.

Respectfully,

Kentucky FAIR Plan Underwriting Department