

# INSURANCE CLAIMS SUBMISSION AND ALLOCATION OF DEDUCTIBLE POLICY AND PROCEDURE

## ABOUT THE POLICY

With skyrocketing insurance costs and continued water intrusion claims, associations should ensure they have clear and easy-to-follow procedures in place for filing insurance claims and allocating deductibles to the appropriate parties.

Did you know [CCIOA](#) allows associations to adopt written nondiscriminatory policies and procedures relating to the submittal of insurance claims, responsibility for deductibles, and any other matters of claims adjustment?

If your association's governing documents do not already prescribe a process for filing claims and/or allocating deductibles, we recommend your association adopt a Claims Submission Procedure/Allocation of Deductible policy.

## WHY DO WE RECOMMEND IT?

This policy is helpful for many reasons, including the following:

1. It puts the owner on clear notice of the steps to be followed in case of a potential claim against the association's insurance policy;

2. It requires the owners and their HO-6 insurance agents to follow the protocol under the claims submission policy, instead of immediately attempting to file a claim under the association's policy for unit damage;
3. It protects associations from individual owners' insurers demanding the association pay deductibles for all claims submitted under its policy on the sole basis that association insurance is primary;
4. It reduces the headache of figuring out how to allocate the deductible; and
5. It assists boards and managers with acting timely and uniformly when evaluating and potentially filing insurance claims.

## WHAT WE CAN DO TO HELP

Altitude Community Law offers options to draft new policies as follows:

### 1. New Policy

We can assist with drafting a new policy for a fixed fee.

### 2. Hourly

We can also update any of your existing policies on an hourly basis.

**Contact us** below for pricing, with questions, or if you would like to move forward with the recommended policy updates:



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