

# Cancelling a Location Policy 10.27.25



This guide provides a straightforward process for cancelling a Location Policy, ensuring users can efficiently navigate the necessary steps. It outlines key actions, such as selecting a cancellation date and reason, while also allowing for additional notes.

## 1 Navigate to the 'Location Policy' that needs to be cancelled.

A screenshot of the REInsurePro software interface. The top navigation bar includes 'Accounts > Test Company1', 'Edit Account', 'Send Domestic Wire Instruction', 'Send International Wire Instr...', 'Current Policy View', and 'More...'. The main content area is divided into three sections: 'Account Contacts', 'Location Schedules', and 'Policies'.

**Account Contacts**

Name	Contact Type	Title	Email	Work Phone	Role
ClientB, *TEST	Account Contact		jeromey@nreig.com	(555) 555-5555	Primary Contact

**Location Schedules**

Location Number	Effective Date	Status	Cancel Date	Street1	Street2 City	State	Postal Code	Total Value	Premium - Property	Premium - Liability	Total Premium	Policy
1110948-0001	10/24/2025	In Force		9501 Wornall Rd	Kansas City	Missouri	64114	329,000.00	1,737.12	83.00	1,832.12	25-1110948-0001 - 9501 Wornall Rd: 25-26
1110948-0003	10/24/2025	In Force		8117 Summit St	Kansas City	Missouri	64114	389,000.00	1,852.81	83.00	1,947.81	25-1110948-0003 - 8117 Summit St: 25-26
1110948-0004	10/24/2025	In Force		24 W 78th Ter	Kansas City	Missouri	64114	185,700.00	980.50	83.00	1,164.63	25-1110948-0004 - 24 W 78th Ter: 25-26

**Policies**

Effective Date	Policy Number	Account Policy	Attach#	Description	Policy Display Status	Account	Monthly Cost Before Payment Processing	All Policies	Total Cost
10/24/2025	25-1110948-0004	No	1297811	24 W 78th Ter: 25-26	In Force	Test Company1	108.92		1,319.05
10/24/2025	25-1110948-0003	No	1297809	8117 Summit St: 25-26	In Force	Test Company1	180.53		2,166.38
10/24/2025	25-1110948-0001		1297807	9501 Wornall Rd: 25-26	In Force	Test Company1	170.12		2,046.45
10/24/2025	25-1110948	Yes	1297806	Test Company: 25-26	In Force	Test Company1	170.12		51.50

Client8, \*TEST Account Contact jeromey@nreig.com (555) 555-5555 Primary Contact X

**Location Schedules** Show All

Location Number	Effective Date	Status	Cancel Date	Street1	Street2 City	State	Postal Code	Total Value	Premium - Property	Premium - Liability	Total Premium	Policy
1110948-0001	10/24/2025	In Force		9501 Wornall Rd	Kansas City	Missouri	64114	329,000.00	1,737.12	83.00	1,832.12	25-1110948-0001 - 9501 Wornall Rd: 25-26
1110948-0003	10/24/2025	In Force		8117 Summit St	Kansas City	Missouri	64114	389,000.00	1,852.81	83.00	1,947.81	25-1110948-0003 - 8117 Summit St: 25-26
1110948-0004	10/24/2025	In Force		24 W 78th Ter	Kansas City	Missouri	64114	185,700.00	980.50	83.00	1,164.63	25-1110948-0004 - 24 W 78th Ter: 25-26

**Policies** All Policies

Effective Date	Policy Number	Account Policy	Attach#	Description	Policy Display Status	Account	Monthly Cost Before Payment Processing	Total Cost
10/24/2025	25-1110948-0004	No	1297811	24 W 78th Ter: 25-26	In Force	Test Company1	109.92	1,319.05
10/24/2025	25-1110948-0003	No	1297809	8117 Summit St: 25-26	In Force	Test Company1	180.53	2,166.38
10/24/2025	25-1110948-0001	Yes	1297807	9501 Wornall Rd: 25-26	In Force	Test Company1	170.12	2,046.45
10/24/2025	25-1110948	Yes	1297806	Test Company: 25-26	In Force	Test Company1	170.12	51.50

## 2 Click "Cancel Policy"

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Dashboards Accounts Policy Admin Proposals Agency Admin Contacts Reports Admin

Policies > 25-1110948-0001 - Test Company1 Send NOIC Generate EOI Cancel Policy Create Endorsement More ▾

**Account Information**

Account:	Test Company1
Account Number:	NREIG1110948
AMP Fee Rate:	0.00
Account Policy:	25-1110948
Rating Program:	Origami v2.0

**Policy Detail**

Policy Number:	25-1110948-0001
Status:	In Force
Effective Date:	10/24/2025
Expiry Date:	10/24/2026
Sent to Collections:	<input type="checkbox"/>

**Application Information**

Application Proposal:	P000098741
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**Billing Information**

Billing Level:	Account Bill
Billing Account:	Test Company1

**Agent Information**

Agency:	National Real Estate Insurance Group LLC Dba Reinsurepro
Agent:	Jordan, Krista
Commission Percentage:	0.00

**Premium Information**

Premium:	1,832.12
Annual Total Fees:	188.25
Annual Surplus Lines Tax:	20.98

## 3 Select the cancellation date using the calendar icon.

### Policy Change - Policy Cancellation

Change: **Cancel Policy**  
Record: **25-1110948-0001 - 9501 Wornall Rd: 25-26 #25-1110948-0001**

**Change Type:** \* Interim  
**Cancel Date:** \*  

Description:

#### Policy Cancellation Transaction

Transaction Date:   
Cancellation Reason: \*   
Cancel Due To Prior Term   
Cancel 

Change: **Cancel Policy**  
Record: **25-1110948-0001 - 9501 Wornall Rd: 25-26 #25-1110948-0001**

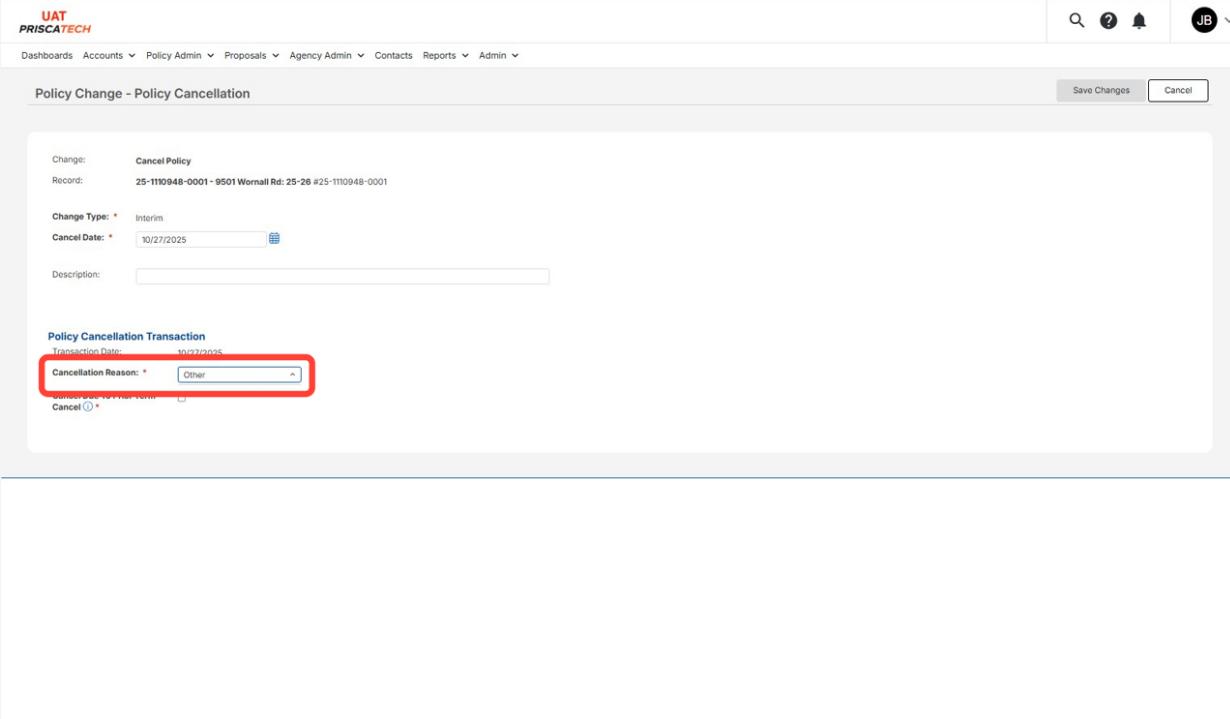
**Change Type:** \* Interim  
**Cancel Date:** \*  

Description:

#### Policy Cancellation Transaction

Transaction Date:   
Cancellation Reason: \*   
Cancel Due To Prior Term   
Cancel 

4 Select a cancellation reason from the dropdown menu.



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Policy Change - Policy Cancellation

Change: Cancel Policy  
Record: 25-1110948-0001 - 9501 Wornall Rd: 25-26 #25-1110948-0001

Change Type: \* Interim  
Cancel Date: \* 10/27/2025

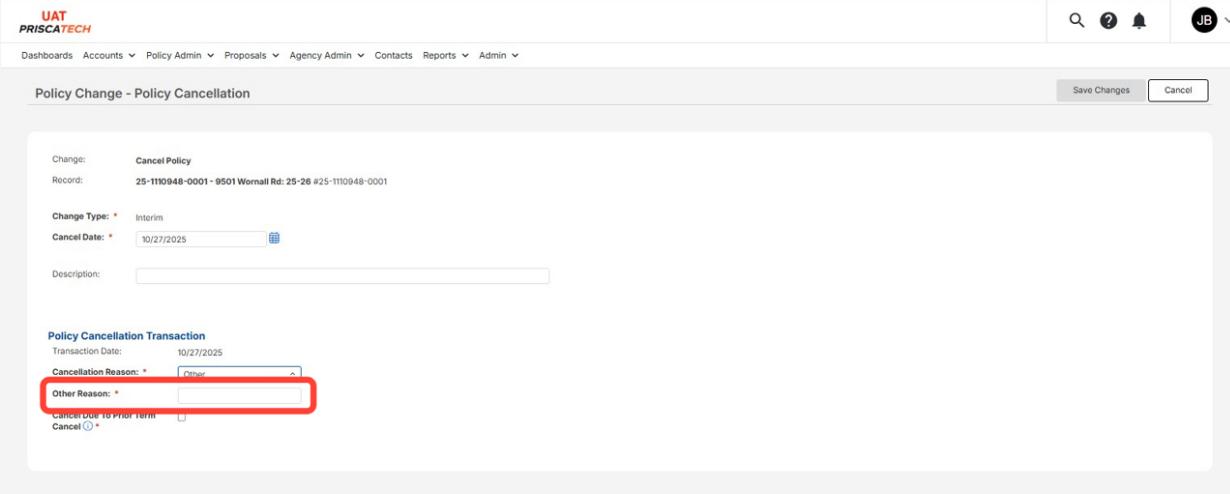
Description:

**Policy Cancellation Transaction**  
Transaction Date: 10/27/2025

Cancellation Reason: \*

Cancel Due to Prior Term  Cancel

5 If needed, add a note in the 'Description' box, then click 'Save Changes'.



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Policy Change - Policy Cancellation

Change: Cancel Policy  
Record: 25-1110948-0001 - 9501 Wornall Rd: 25-26 #25-1110948-0001

Change Type: \* Interim  
Cancel Date: \* 10/27/2025

Description:

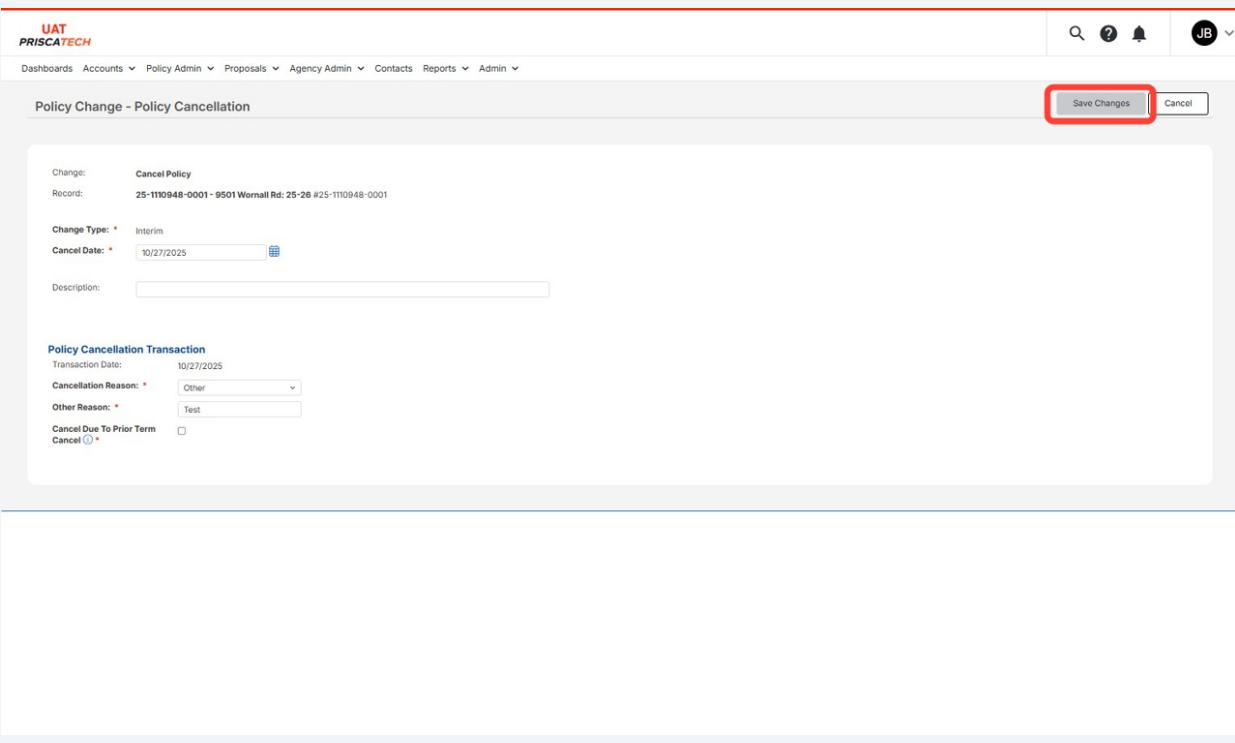
**Policy Cancellation Transaction**  
Transaction Date: 10/27/2025

Cancellation Reason: \*

Other Reason: \*

Cancel Due to Prior Term  Cancel

6 Click "Save Changes"



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Dashboards Accounts Policy Admin Proposals Agency Admin Contacts Reports Admin

Policy Change - Policy Cancellation

Change: Cancel Policy  
Record: 25-1110948-0001 - 9501 Wornall Rd: 25-26 #25-1110948-0001

Change Type: \* Interim  
Cancel Date: \* 10/27/2025

Description:

**Policy Cancellation Transaction**

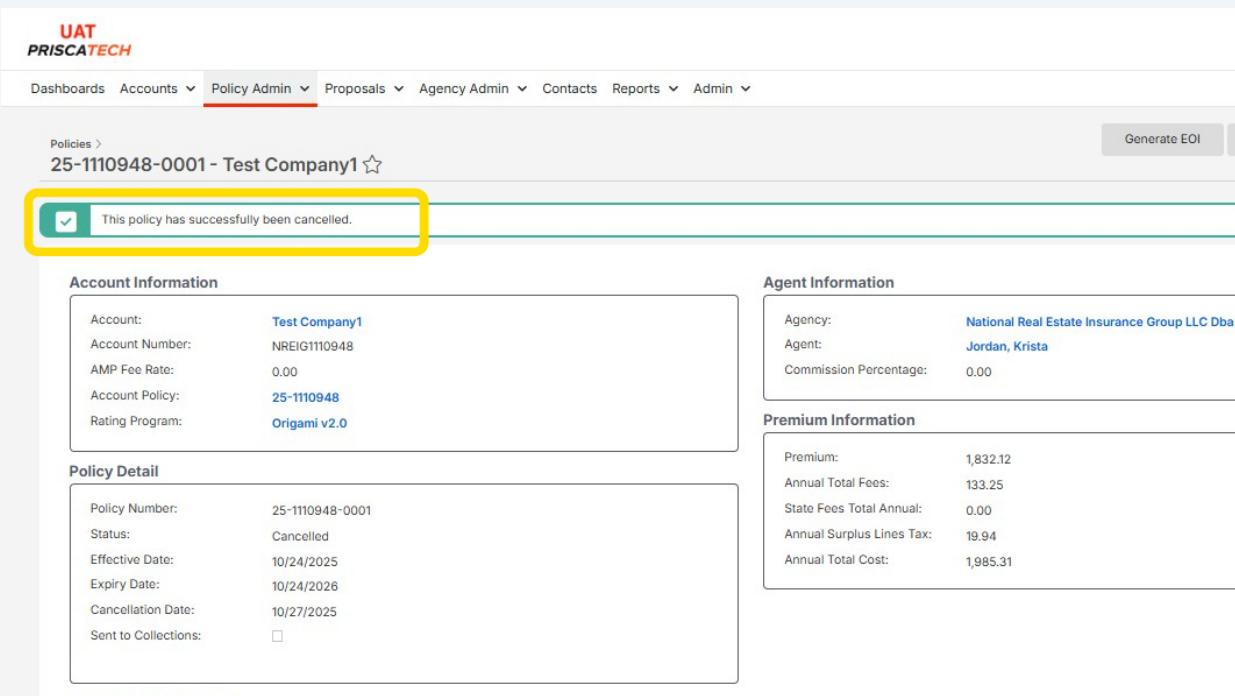
Transaction Date: 10/27/2025  
Cancellation Reason: \* Other

Other Reason: \* Test

Cancel Due To Prior Term   
Cancel

Save Changes Cancel

7 If the cancellation has been processed successfully, your screen should appear as shown below.



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Dashboards Accounts Policy Admin Proposals Agency Admin Contacts Reports Admin

Policies > 25-1110948-0001 - Test Company1 

Generate EOI

This policy has successfully been cancelled.

**Account Information**

Account:	Test Company1
Account Number:	NREIG1110948
AMP Fee Rate:	0.00
Account Policy:	25-1110948
Rating Program:	Origami v2.0

**Agent Information**

Agency:	National Real Estate Insurance Group LLC Dba I
Agent:	Jordan, Krista
Commission Percentage:	0.00

**Premium Information**

Premium:	1,832.12
Annual Total Fees:	133.25
State Fees Total Annual:	0.00
Annual Surplus Lines Tax:	19.94
Annual Total Cost:	1,985.31

**Policy Detail**

Policy Number:	25-1110948-0001
Status:	Cancelled
Effective Date:	10/24/2025
Expiry Date:	10/24/2026
Cancellation Date:	10/27/2025
Sent to Collections:	<input type="checkbox"/>