

Non-Premium Bearing Endorsement - Add Location Contact 10.24.25



1

From the Account page, scroll down to the Policies section and select the policy number for which you want to add a location contact. On the following screen, click 'Create Endorsement'.

Policies

Effective Date	Policy Number	Account Policy	Attach#	Description
10/24/2025	25-1110948-0004	No	1297811	24 W 78th Ter: 25-26
10/24/2025	25-1110948		1297810	24 W 78th Ter: 25-26
10/24/2025	25-1110948-0003	No	1297809	8117 Summit St: 25-26
10/24/2025	25-1110948		1297808	8117 Summit St: 25-26
10/24/2025	25-1110948-0001		1297807	9501 Wornall Rd: 25-26
10/24/2025	25-1110948	Yes	1297806	Test Company: 25-26
10/24/2025	25-1110948		1297805	9501 Wornall Rd: 25-26

Send NOIC

Generate EOI

Cancel Policy

Create Endorsement

More ▾

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
State Fees Total Annual: 0.00

2

For the Endorsement Type, select the 'Non-Premium Bearing Endorsement' option. Next, choose your desired Change Effective Date, and then click 'Create Endorsement' to continue.

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PRISCATECH

Dashboards Accounts ▾ Policy Admin ▾ Proposals ▾ Agency Admin ▾ Contacts Reports ▾ Admin ▾

New Endorsement

Endorsement Details

Insured: Test Company1
Policy Number: 25-1110948-0001
Effective Date: 10/24/2025
Expiry Date: 10/24/2026

Select 'Non-Premium Bearing Endorsement' only if you are changing Lender or Property Manager Information.

Endorsement Type: * Non-Premium Bearing Endorsement ▾

Change Effective Date: [Date Picker] Enter the first day of October.

New Endorsement

Endorsement Details

Insured: Test Company1
Policy Number: 25-1110948-0001
Effective Date: 10/24/2025
Expiry Date: 10/24/2026

Select 'Non-Premium Bearing Endorsement' only if you are changing **Lender or Property Manager Information**.
'Endorsement' should be used for all other change types.

Endorsement Type: * Non-Premium Bearing Endorsement ▾

Change Effective Date: * The Change Effective Date must be on or after the first day of October.





Create Endorsement

Cancel

3

Navigate to the Location Schedules section and click the Location Number to continue

E-25-1110948-0001-1 - Test Company1

Source Policy: [25-1110948-0001 - 9501 Wornall Rd: 25-26](#)
 Effective Date: 10/24/2025
 Expiry Date: 10/24/2026
 Status: New
 Change Effective Date: 10/24/2025
 ProposalDoc Signature: Yes
 Type: Endorsement

AMP Fee Rate:
 Referral Percent:

Location Schedules

Location Number	BillingLevel	BillingFrequency	Payment Option	Add Date	Street1	City	Code	Postal
1110948-0001	Account Bill	Monthly	Insured Monthly		9501 Wornall Rd	Kansas City	MO	6411

1 RECORDS

4

Navigate to the Location Schedule Contacts section and select the '+ New Location Schedule Contact' link.

Proposals > E-25-1110948-0001-1 - Test Company1 > Location Schedules >

Schedule: 1110948-0001 - 9501 Wornall Rd

> Student Housing Questions

> Billing Information

Location Schedule Contacts

Name Contact Type Title Email Work Phone Role

[+ New Location Schedule Contact](#) [Show](#)

Location Coverage Schedules

Coverage	Master Policy	Limit	Deductible	Cost Monthly Annual	Premium Ann
Property	Chubb	\$329,000	\$5,000	146.14	1,737.
Terrorism	Atrium Terrorism	\$329,000		1.01	12.
Liability	Accelerant GL	\$1M per occurrence / \$2M annual aggregate	\$0	6.98	83.

3 RECORDS

154.13 1,832.

5

In the New Location Schedule Contact pop-up window, click the magnifying glass icon to search for and select the contact you want to add.


Proposals > E-25-1110948-0001-1 - Test Company1 > Location Schedules >

Schedule: 1110948-0001 - 9501 Wornall Rd

> Student Housing Questions

New Location Schedule Contact

If you don't find your contact within the search, select the magnifying glass to see an option to Create New Contact

Contact: 

Contact Type:

6

Use the Name field to search for your contact, then click the appropriate link from the search results.

If you need to create a new contact, click the New Location Contact button, highlighted in yellow

New Location Contact

Is Payee	Street1	City	State	Work Phone	Email
1	PO Box 202028	Florence	South Carolina		fillerfornow@gmail.com
1	PO Box 202028	Florence	South Carolina		Support@keyonefinancial.com
1	20035 Orchard Meadow Dr.	Saratoga	California		mehran.best2own@gmail.com
1	1936 E Deere Ave	Santa Ana	California	(203) 457-5078	Rosa@InvestmentOneLLC.com
1	736 Richmond Ln	Keller	Texas		FrankieJones@homefrontreig.com
1	30 N Gould St Ste R	Sheridan	Wyoming	(917) 292-9530	garcia.yesik@gmail.com
1	115 S Court Street	Crown Point	Indiana		mary@4pplc.com
1	115 S Court St	Crown Point	Indiana		mary@4pplc.com
1	141 Danube Dr	San Antonio	Texas	(210) 447-	scott@hennekefinancial.com,lydia@hennekefinancial.com

Filter By

Name

File As

Company Name

Last Name

First Name

Email1

Work Phone

State

Contact Type

Search **Clear**

7

Select the appropriate role for the contact (e.g., lender, additional insured, property manager, etc.), then click 'Save Changes' to proceed.

25-1110948-0001-1 - Test Company1 > Location Schedules >
Schedule: 1110948-0001 - 9501 Wornall Rd

Student Housing Questions
v Location Schedule Contact

Save and Close Save Changes Cancel

If you don't find your contact within the search, select the magnifying glass to see an option to Create New Contact

Contact: * HIGHLANDS RESIDENT Q

Contact Type: Location Contact

Role: *

- ☐ Property Manager
- ☐ Lender
- ☐ Additional Interest
- ☐ Land Contract
- ☐ Owner
- ☐ Additional Insured
- ☐ Loss Payee
- ☐ Bill To

8

Click the "Loan Number:" field.

New Location Schedule Contact

If you don't find your contact within the search, select the magnifying glass to see an option to Create New Contact

Contact: * HIGHLANDS RESIDENT Q

Lender Details

Lender Name: HIGHLANDS RESIDENT

Lender Street 1: PO Box 202028

Lender Street 2:

Lender City: Florence

Lender State: South Carolina v

Lender Postal Code: 29502

Lender Phone: ext

Enter digits for 'US' or type + for international numbers.

Lender Email: filertow@gmail.com

Loan Number:

Additional Name:

Additional Email 1:

Additional Email 2:

Lender Fax: ext

Enter digits for 'US' or type + for international numbers.

Fax Email:

9 Type "654321"

10 Click the "Bill To" field.

New Location Schedule Contact

Lender Details

Lender Name:

Lender Street 1:

Lender Street 2:

Lender City:

Lender State:

Lender Postal Code:

Lender Phone: ext.
Enter digits for 'US' or type + for international numbers.

Lender Email:

Loan Number:

Additional Name:

Additional Email 1:

Additional Email 2:

Lender Fax: ext.
Enter digits for 'US' or type + for international numbers.

Fax Email:

Contact Type:

Role: *

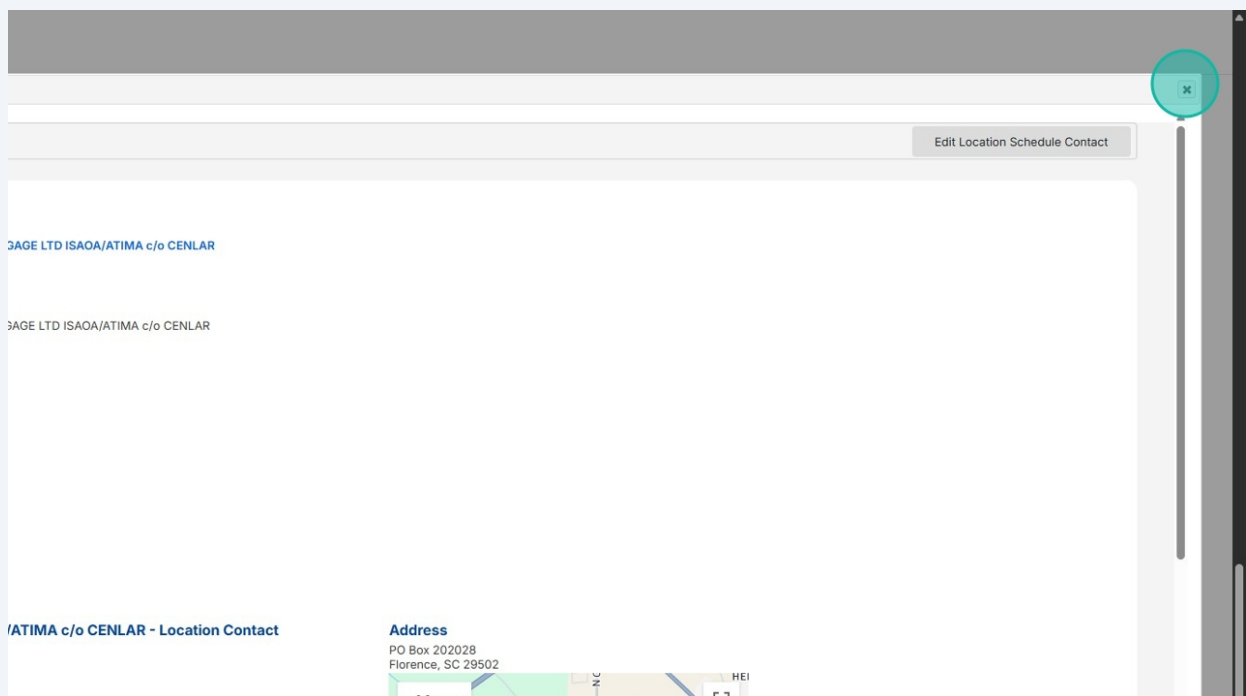
<input type="checkbox"/> Property Manager	<input checked="" type="checkbox"/> Lender	<input type="checkbox"/> Additional Interest	<input type="checkbox"/> Land Contract
<input type="checkbox"/> Owner	<input type="checkbox"/> Additional Insured	<input type="checkbox"/> Loss Payee	<input type="checkbox"/> Bill To

11 Click "Save Changes"



A screenshot of a web application interface. At the top, there is a dark grey header bar. Below it, a light grey bar contains three buttons: "Save and Close", "Save Changes", and "Cancel". The "Save Changes" button is highlighted with a green circle. The main content area is white and contains several input fields and labels. On the left side, there are two input fields with labels "al numbers." and "al numbers." below them. On the right side, there is a vertical scrollbar.

12 Click here.



A screenshot of a web application interface. At the top, there is a dark grey header bar. Below it, a light grey bar contains a button labeled "Edit Location Schedule Contact". The main content area is white and contains several input fields and labels. On the left side, there are two input fields with labels "AGE LTD ISAOA/ATIMA c/o CENLAR" and "AGE LTD ISAOA/ATIMA c/o CENLAR" below them. On the right side, there is a vertical scrollbar. At the bottom left, there is a label "ATIMA c/o CENLAR - Location Contact". At the bottom right, there is a label "Address" followed by "PO Box 202028", "Florence, SC 29502", and a map snippet showing a street intersection with labels "NC" and "HEI".

13

The new location schedule contact will now be displayed. Scroll up to the General Information section and click the Proposal link to continue.

Note: You can also use the breadcrumbs at the top of the screen, highlighted in yellow, to navigate.

ils > E-25-1110948-0001-1 - Test Company1 > Location Schedules >

Schedule: 1110948-0001 - 9501 Wornall Rd

> Location Eligibility Questions

> Additional Property Questions

> Student Housing Questions

> Billing Information

Location Schedule Contacts

[New Location Schedule Contact](#) [Show All](#)

Name	Contact Type	Title	Email	Work Phone	Role
HIGHLANDS RESIDENTIAL MORTGAGE LTD ISAOA/ATIMA c/o CENLAR	Location Contact		fillerfornow@gmail.com		Lender, Bill To

Location Coverage Schedules

Coverage	Master Policy	Limit	Deductible	Cost Monthly Annual	Premium Annual
Property	Chubb	\$329,000	\$5,000	146.14	1,737.12
Terrorism	Atrium Terrorism	\$329,000		1.01	12.00

General Information

Account: [Test Company1](#)

Proposal: [E-25-1110948-0001-1 - E-25-1110948-0001-1 - 9501 Wornall Rd: 25-26](#)

Effective Date: 10/24/2025

Expiry Date: 10/24/2026

Endorsement Type: Non-Premium Bearing Endorsement

Primary Page: No

BillingLevel: Account Bill

Payment Option: Insured Monthly

Premium / Cost Information

Annual Cost: 2,041.35

Monthly Cost [i](#) 170.11

Rating Info

+ Annual Premium: 1,832.12

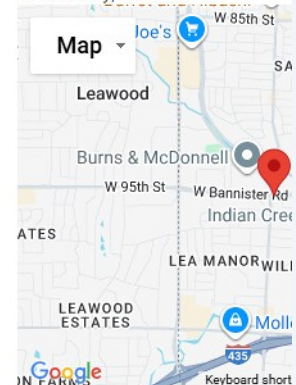
+ Total Fee: 188.25

+ Surplus Lines Tax: 20.98

Stamping Fee: 0.00

Address Information

9501 Wornall Rd
Kansas City, MO 64114



County: Je

Address Verified? ☒

Override Address: No

14

On the Proposal screen, click Bind Non-Premium Bearing Endorsement. Once the binding process is complete, the proposal changes will appear at the bottom of the page

Edit Proposal

Bind Non-Premium Bearing En...

Reject Endorsement

More ▾

Agency and Agent Information

Wornall Rd: 25-26

Agency: [National Real Estate Insurance Group LLC Db](#)
 Agent: [Jordan, Krista](#)
 Commission Profile: NREIG 0%
 Commission Percentage: 0.00
 AMP Fee Rate: 0.00
 Referral Percentage: 0.00

10948-0001-1 - Test Company1

ability Coverage Listing

roperty Coverage Listing

rrorism Coverage Listing

Proposal Changes

[All Changes](#)

Change Type	Change	Status	Bound Date	Change Date	Summary	Changed By	Recalc
Location Schedule	Add Location Schedule Contact	Accepted			Location Schedule Contacts (17478) added.	Jeromey Bell	Yes