

How to Rewrite a Policy



Learn the efficient process for creating a rewrite proposal from an existing cancelled policy. This guide streamlines your workflow by detailing the essential steps to copy, update, and validate your policy data.



Purpose of the Rewrite Option

The **Rewrite** option is designed to assist in the following situations:

- Creating a new location with a revised effective date.
- Re-adding a location to an account after cancellation for non-payment when reinstatement is no longer available.
- Re-adding a location that was previously removed from the account for any reason.

Eligible Locations

The **Copy to Rewrite** button is available only for locations that meet all of the following criteria:

- The location was added in PriscaTech on or after **July 2025**.
- The location has **not** been historically rated.
- The location does **not** have a previous term. Once a location has renewed into a new term, it is no longer eligible for the **Copy to Rewrite** function.

Rewrite Rules

- Locations that were previously active for **one day or more** cannot be rewritten with an effective date that is **earlier than the original effective date**.
- Locations that were previously active for **one day or more** cannot be rewritten within the **same calendar month**.
- **Flat-cancelled locations** (locations that were added and removed with the same effective date) may be rewritten with an effective date that falls within the **current month**.

Important Notes

The **Copy to Rewrite** button will not work for:

- Historically rated locations.
- Locations that have renewed and contain a previous term.
- Locations added before **July 2025**.
- Payments are not required to process a rewrite unless there is a past-due balance. Any past-due amounts must be paid before the rewrite can be completed.
- Cannot push effective date more than **30 days** out.

Rewrite Proposal Setup

1 Navigate to the Cancelled Location Policy.

Select the More dropdown and click Copy to Rewrite Proposal.

Dashboards Accounts Policy Admin Proposals Agency Admin Contacts Reports Admin

Policies > 26-1145121-0001 - Rewrite Test, LLC ☆

Generate EOI Reinstates Policy More

Account Information

Account:	Rewrite Test, LLC
Account Number:	NREIG1145121
AMP Fee Rate:	0.00
Referral Percentage:	0.00
Account Policy:	26-1145121

Policy Detail

Policy Number:	26-1145121-0001
Status:	Cancelled
Effective Date:	09/10/2026
Expiry Date:	09/10/2027
Cancellation Date:	09/10/2026
Sent to Collections:	☐

Application Information

Application Proposal:	P000152801
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Agent Information

Agency:	
Agent:	
Commission Percent	

Premium Information

Premium:	
Annual Total Fees:	
State Fees Total Ann	
Annual Surplus Lines	
Annual Total Cost:	

Forms and Letters

Forms and Mail Merge Letters

Fire Events

Documents To Be Printed

12508-125101 Update Location Schedule Contacts from previous term

Lender and IRA statement

Task - Policies

Policy

Policy Changes

Cancel Location Schedule

Copy to Rewrite Proposal

Schedules

Location Schedule Contacts

Master Policy Validation Property Schedules

Master Policy Validation Earth Movement Schedules

Master Policy Validation EB Schedules

Master Policy Validation Flood Schedules

Master Policy Validation Liability Schedules

Master Policy Validation PMEO Schedules

Master Policy Validation Service Line Schedules

Master Policy Validation Terrorism Schedules

Master Policy Validation TPP Schedules

Location Coverage Schedules

Location Schedules

OFAC

Search OFAC

Online Orders

View Online Orders

Save and Validate

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Select the effective date you would like to re-add coverage for the location.

Click Save Changes to continue.

Policy Admin

Proposals

Agency Admin

Contacts

Reports

Admin

Save Changes

1297 W Cato Springs Rd: 26-27

Balance Due Paid

Rewrite Test, LLC

09/14/2026

09/14/2027

Account Bill

Rewrite Test, LLC

Agency and Agent Information

Commission Profile:

NREIG 0%

Commission Basis:

Written Premium

Agent:

Jordan, Krista

Client Service Advisor (CSA)

AMP:

Referral Agent:

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You can identify the Rewrite endorsement by RW prefix at the beginning of the proposal number. You can also verify it under the Policy Details, where the Type will be listed as Rewrite.

Click Run Rule Validation to validate the property meets current underwriting guidelines.

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

Proposals > **RW-26-1145121-0001 - Rewrite Test, LLC** Edit Proposal Bypass Subjectivities (UW ONLY) **Run Rule Validation** Reject Proposal More

☒ Save Successful.

UW Exceptions ...

Name	Bypass	Description

Policy Detail

Account: Rewrite Test, LLC

Description: 1297 W Cato Springs Rd: 26-27

Account Type: NREIG

Rating Program: **Origami v2.0**

Proposal Number: **RW-26-1145121-0001**

Source Policy: 26-1145121-0001 - 1297 W Cato Springs Rd: 26-27

Effective Date: 09/14/2026

Expiry Date: 09/14/2027

Status: Proposed

Type: Rewrite

Agency and Agent Information

Agency: National Real Estate Insurance Group LLC Dba Reinsurepro

Agent: Jordan, Krista

Commission Profile: NREIG 0%

Commission Percentage: 0.00

AMP Fee Rate: 0.00

Referral Percentage: 0.00

Billing Information

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Proceed with adding coverage on the proposal like a standard proposal.