

March 1996

TAIPA Bulletin No. 34

To All Member Companies and Producers:

Insurance Filing for the City of Houston

The City of Houston has created a new filing form that has been promulgated into their city ordinance. Attached is a copy of the new filing. This form will be accepted as proof of insurance for voluntary policies as well as TAIPA assignments. This new filing form should enable the City of Houston to more quickly issue permits to persons operating public vehicles. In the past, while waiting for the policy issuance and endorsement, the city could not issue the insured any permits to operate.

Persons applying for a permit from the City of Houston will be provided a copy of this filing form. When those applicants go to a producer to request insurance, they should instruct the producer to attach this form to the application before mailing to TAIPA.

We request the insurer to immediately complete the form confirming vehicles insured and the limits of liability provided. **Under provisions of Section 13.B.1. of the TAIPA Plan of Operation, filings are required to be issued by the insurer within two days of receipt of the assignment in the company office.** Certification stating that the policy will be issued with Endorsement TE 02-02A, providing the fifteen (15) or thirty (30) day cancellation notice, is required. The applicable cancellation requirement is shown on the filing form. Mail the completed filing to the City of Houston at the address indicated on the form. **Do not mail to TAIPA.** Once the City of Houston receives this filing they will immediately issue the permit to the insured without having to wait for the insurance policy and TE 02-02A.

Please remember, this form will be applicable to voluntary market policies as well as TAIPA assignments. Companies receiving TAIPA assignments for public vehicles operating in the City of Houston will not be required to furnish certain coverage or information that will apply to voluntary market policies.

It is mandatory that you provide the fifteen (15) or thirty (30) day **Notice of Cancellation with Endorsement TE 02-02A**. This is required by Houston City Code of Ordinance.

The **Additional Insured** endorsement is NOT mandatory. We cannot require a company to issue this endorsement.

Combined Single Limits coverage is **NOT** available through TAIPA, only the Split Limits coverage of \$20/40/15 is available for any vehicles assigned through the Association.

Only “**Scheduled Autos**” will apply to TAIPA, no Hired Autos or Other.

Please alert all staff members who process TAIPA assignments to watch for this filing, and become thoroughly familiar with the requirements. If you need assistance or further clarification, please contact this office.

Very truly yours,

(Ms.) Margaret Alsobrook
Operations Manager

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enclosure