

BURGLARY

MANUAL

Designed Specifically for Agents of



July 2019

Burglary Index

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BURGLARY MANUAL

The Burglary program provides rates and rules for writing burglary coverage in burglary policies as well as burglary coverage endorsements attached to other mono-line or package policies.

1. ELIGIBILITY

Refer to each coverage section for the eligibility requirements for that coverage.

2. POLICY COVERAGES

Refer to each coverage section for the coverages that can be rated from this manual.

3. GENERAL RULES

3-a CANCELLATION

If insurance is cancelled or reduced at the request of the company or the insured, the earned premium shall be computed on a pro-rata basis.

3-b CONTRIBUTING INSURANCE (SF-128)

Coverage may be divided between two or more companies on a pro-rata basis using the rates and rules of this manual. (Attach form SF-128)

3-c COVERAGES - OTHER PROGRAMS

It is permissible to attach any filed form offering supplemental coverage not included in this section. The appropriate rates are to be used.

3-d DEFERRED PREMIUM PAYMENT PLAN

It is permissible to write a policy for three years with the premium payable annually.

If the premium is paid annually, the installment premium shall be determined as follows:

The installment premium shall be the annual premium as shown in this manual.

3-e DEDUCTIBLES

See the appropriate coverage section for optional deductible credits.

3-f MAXIMUM & MINIMUM CHARGES

No additional premium shall be charged and no return premium shall be allowed when such additional or return premium is less than \$5.00.

3-g RATE REVISIONS

After the Underwriters Rating Board announces a rate revision, each individual company shall determine the effective date(s) for:

- 1) new policies and endorsements
- 2) renewal policies

3-h RESTRICTION OF INDIVIDUAL POLICIES

If a policy would not be issued because of unusual exposures, the applicant may request a restriction of the policy at no reduction in premium. The request, bearing the signature of the applicant, shall be referred to the Company.

3-i TERM INSURANCE

The policy may be written for a term up to three years. All premiums contained in this manual are on an annual basis.

Term factors are listed below:

Term of Policy	Term Factor:
1 year	1.0
2 years	2.0
3 years	3.0

3-j WHOLE DOLLAR PREMIUM

The premium for each exposure shall be rounded to the nearest dollar, separately for each coverage provided by the policy.

A premium involving 50 cents or more shall be rounded to the next higher dollar.

4. POLICY COVERAGES

4-a BROAD FORM PERSONAL THEFT (FL-27 or B-10)

4-a-1 POLICY COVERAGE -

Coverage A - Covers loss of insured property by theft or mysterious disappearance from the premises.

Coverage for **a. Jewelry and furs** and **b. All other property** shall be written one of three ways:

- (1) a & b Combined - the limits for coverage a and b are added together making one combined amount of insurance.
- (2) a & b Divided - separate limits apply to coverage a & coverage b
- (3) Specific - single limit of insurance applies to either coverage a or coverage b.

Coverage B - Covers loss away from premises by theft, mysterious disappearance or vandalism and malicious mischief.

4-a-2 ELIGIBILITY -

Coverage only applies to individual or a single family or household, residing in:

- 1 - 4 family dwellings;
- Apartments;
- Private yacht, houseboat or manufactured home; or
- Office or mercantile building where insured conducts profession or business of the type commonly conducted in the home.

The premium for each premises shall be computed separately.

4-a-3 RATING PROCEDURE -

- 1. Obtain rate for each \$1,000 of insurance.
- 2. Deduct any discounts or deductible credits that are applicable.
- 3. Multiply rate by Territorial Multiplier.

4-a-4 RATES

Coverage A - Loss From The Premises

<u>Each \$1,000 of Insurance</u>	a. & b. <u>Combined</u>	a. & b. <u>Divided</u>	<u>Specific</u>
1st	\$45.	\$23.	\$11.
2nd	32.	14.	7.
Each Additional	23.	11.	5.

Coverage B - Loss Away From The Premises

<u>Each \$1,000 of Insurance</u>	a. & b. <u>Combined or Divided</u>	<u>Specific</u>
1st	\$65.	\$33.
2nd	42.	20.
Each Additional	33.	7.

Minimum Premium - The annual minimum premium is \$25.

4-a-5 OPTIONAL COVERAGES -

LIMITATION TO BURGLARY ONLY - (FL-28 or B-11)

Coverage A - Coverage may be limited to burglary only, 20 % Credit

DEDUCTIBLE CREDITS -

Deductible Amount	Deductible Credit
\$100	15%
\$250	35%
\$500	60%

4-a-6 TERRITORIAL MULTIPLIER

Remainder of State	1.00	New York	1.00
Bronx	1.00	Onondaga	1.00
Erie	1.00	Queens	1.00
Kings	1.00	Richmond	1.00
Monroe	1.00	Westchester	1.00
Nassau	1.00		

4-b PERSONAL THEFT COVERAGE (FL-26 or B-20)

4-b-1 ELIGIBILITY -

Coverage shall be written only for individual or a single family or household.
Coverage shall be written to cover one to four family dwellings or individual units in apartments.

4-b-2 RATING PROCEDURE -

1. Obtain rate for each \$1,000 of insurance.
2. Deduct any discounts or deductible credits that are applicable.
3. Multiply rate by Territorial Multiplier.

4-b-3 OPTIONAL COVERAGES -

BURGLARY ALARM DISCOUNT -

Coverage A - Central Station or Local Burglar Alarm 5% Credit

DEDUCTIBLE CREDITS -

Deductible Amount	Deductible Credit
\$100	15%
\$250	35%
\$500	60%

4-b-4 RATES

Annual Rates Per Premises

<u>Each \$1,000 of Insurance</u>	<u>a. & b. Divided</u>	<u>Specific</u>
1st	\$20.	\$10.
2nd	14.	6.
Each Additional	10.	4.

4-b-5 TERRITORIAL MULTIPLIER

Remainder of State	1.00	New York	1.00
Bronx	1.00	Onondaga	1.00
Erie	1.00	Queens	1.00
Kings	1.00	Richmond	1.00
Monroe	1.00	Westchester	1.00
Nassau	1.00		

4-c CHURCH THEFT (SF-59)

4-c-1 POLICY COVERAGE -

Pays for loss of money, securities and other property by theft or attempted theft

- a) within the premises
- b) within a night depository
- c) while in the care or custody of a messenger.

Loss includes damage to the premises by theft or attempted theft.

4-c-2 RATING PROCEDURE -

- 1. Obtain rate for each \$100 of coverage.
- 2. Apply any additional coverages.
- 3. Apply any deductible credits.
- 4. Multiply rate by amount of insurance.

4-c-3 RATES

	Annual per \$100
Blanket - including money & securities	\$6.00
Blanket - excluding money & securities	4.50
Specific - excluding money & securities	1.50

Annual Minimum Premium - Not less than premium for \$1,000.

4-c-4 ADDITIONAL COVERAGES -

Policy may be endorsed to cover loss of money & securities from alms boxes, poor boxes or similar receptacles \$10. per \$100.

DEDUCTIBLE CREDITS -

Amount of Deductible	Amount of Credit
\$ 100	10%
250	15%
500	20%
1,000	30%
2,000	45%

4-d COMBINATION CRIME ENDORSEMENT (SF-61 or Sf-61A)

4-d-1 POLICY COVERAGES

Agreement 1 (Employee Dishonesty) - meaning loss of money, securities or other business property that you incur through any fraudulent or dishonest acts committed by your employees, acting alone or in collusion with others.

Agreement 2 (Loss Inside the Insured Premises) - meaning loss of money or securities by their destruction, disappearance or wrongful abstraction from within the premises or within any banking premises or similar recognized places of safe deposit. This agreement does not include any loss caused by employee dishonesty.

Agreement 3 (Loss Outside the Insured Premises) - meaning loss of money or securities by their destruction, disappearance or wrongful abstraction outside the premises while conveyed by a messenger or any Armored Motor Vehicle Company. This agreement does not include any loss caused by employee dishonesty.

4-d-2 RATING PROCEDURE

1. Obtain rate for each \$1,000 of insurance.
2. Apply deductible credits if applicable.

4-d-3 RATES

Agreement 1 (Employee Dishonesty)	\$ 3 per \$1,000
Agreement 2 (Loss Inside)	
Upstate	\$5 per \$1,000
Suburban and New York City	\$10 per \$1,000
Agreement 3 (Loss Outside)	
Upstate	\$5 per \$1,000
Suburban and New York City	\$10 per \$1,000

4-d-4 OPTIONAL CREDITS

DEDUCTIBLE CREDITS

Amount of Deductible	Amount of Credit
\$ 100	10%
250	15%
500	20%
1,000	30%
2,000	45%

4-e LIABILITY FOR GUESTS PROPERTY (SF-60)

4-e-1 POLICY COVERAGE -

Covers the insured's legal liability for damages because of injury to, destruction of, or loss of property belonging to guests while such property is within the premises or in the possession of the insured; and to provide defense of any suits to enforce such claims.

4-e-2 RATING PROCEDURE -

1) Calculate premium according to the number of bedrooms or apartments.

4-e-3 RATES -

Number of Bedrooms or Apartments	Annual Rate Per Bedroom or Apartment
First 20	\$5.00
Next 10	4.00
Over 30	3.00

4-f MERCANTILE OPEN STOCK BURGLARY (SF-56)

4-f-1 POLICY COVERAGE -

Pays for loss by burglary or by robbery of a watchman while the premises is Not Open For Business. Coverage applies to merchandise, furniture, fixtures and equipment within the premises and damage to the premises.

4-f-2 RATING PROCEDURE -

1. Obtain Coinsurance Limit and Trade Group from Classification List.
2. Calculate premium for proper amount of insurance.
3. Apply any credits (alarms etc.).
4. Apply deductible credit.
5. Multiply premium by Territorial Multiplier.

When computing the premium, coverage shall be written for an amount equal to or higher than the coinsurance limit shown in the classification list. The coinsurance clause is inoperative if the amount of insurance at each premises is at least equal to:

- (a) the coinsurance limit shown with each classification, or
- (b) the coinsurance percentage of the value of the insured merchandise at the time of loss.

The Coinsurance Percentage is :

New York City	80%
Remainder of State	40%

4-f-3 OPTIONAL COVERAGES

PREMISES ALARM DISCOUNT -

If the premises is protected with a burglar alarm system and the insured holds a U.L. certificate, the following credits apply.

Type of System	Grade and below Grade	Above Grade
Central Station Reporting	25%	30%
Local or Police Station Reporting	15%	20%

DEDUCTIBLE CREDITS -

Deductible Amount	Amount of Credit
\$100	10%
250	15%
500	20%
1,000	30%
2,000	45%

4-f-4 Classification List

Risk Classification	Co-Ins Limit	Trade Group
Antiques	7,500	A
Auction Galleries	15,000	B
Auto Body Repair & Garages	7,500	B
Bakeries	2,000	A
Bar or Restaurant	7,500	B
Barber or Beauty Shop	2,000	A
Beverages - excluding wine & liquor	3,000	A
Boats and Accessories	7,500	A
Books and Magazines	7,500	B
Boots and Shoes	4,500	B
Building Contractors Equipment & Materials	7,500	B
Cameras	15,000	B
Carpets and Rugs	7,500	B
Children Clothing	7,500	A
Clubs	7,500	C
Confectionery	3,000	C
Curtains and Draperies	15,000	B
Druggists	7,500	C
Dry Cleaners	15,000	C
Electrical Appliances	15,000	C
Eyeglasses	7,500	A
Florists	2,000	A
Funeral Directors	7,500	A
Furniture	15,000	B
General Stores	4,500	B
Gift Shops	7,500	A
Grocery Stores	3,000	B
Haberdashery	7,500	C
Hardware	7,500	B
Hearing Aids	7,500	A
Heating and Plumbing Supplies	7,500	B
House Furnishing Goods	7,500	B
Lamp Shades and Lamps	15,000	B
Laundries	4,500	A
Liquors and Wines	7,500	C
Locksmiths	3,000	A

Classification List (continued)

Risk Classification	Co-Ins Limit	Trade Group
Machine Shops	7,500	A
Motels	7,500	C
Musical Instruments	15,000	B
Office Machines, Supplies Furniture & Fixtures	3,000	B
Organs and Pianos	7,500	A
Paintings and Pictures	7,500	A
Paint and Wallpaper Supplies	2,000	A
Pet Shops	3,000	A
Phonographs, Records and Tapes	15,000	B
Printers	2,000	A
Restaurants	7,500	C
Shoes and Boots	4,500	B
Sporting Goods	7,500	D
TV and Radio Equipment	15,000	C
Tires	7,500	B
Toys	7,500	A
Vegetables and Fruit	2,000	A
Wines and Liquors	7,500	C

4-f-5 RATES -

Annual Rates per \$1,000 per Premises

Amount of Insurance		A	Trade Group		
			B	C	D
First	\$5,000	\$26.	\$43.	\$60.	\$90.
Second	\$5,000	22.	37.	51.	77.
Third	\$5,000	17.	28.	39.	59.
Fourth	\$5,000	10.	17.	24.	36.
Over	\$20,000	5.	9.	12.	18.

4-f-6 TERRITORIAL MULTIPLIER -

Remainder of State	1.00	New York	1.50
Bronx	2.50	Onondaga	1.00
Erie	1.50	Queens	2.50
Kings	2.50	Richmond	1.50
Monroe	1.00	Westchester	1.00
Nassau	1.50		

4-g MERCANTILE OPEN STOCK BURGLARY & THEFT INSURANCE - (SF-57)

When an amount of insurance is shown for theft (coverage 2) this limit is a part of Burglary (coverage 1) and not an amount in addition to the amount of insurance for coverage 1.

4-g-1 RATING -

The premium for Mercantile Open Stock Burglary shall be calculated first. (See rating for Mercantile Open Stock Burglary in the previous coverage section).
Then this premium shall be increased 45% to add theft coverage.

4-h MERCANTILE ROBBERY & SAFE BURGLARY (SF-62)

4-h-1 POLICY COVERAGE -

Coverage A (Robbery inside the premises) pays for loss of money, securities and other property by robbery or attempted robbery.

Coverage B (Robbery outside the premises) pays for loss of money, securities and other property by robbery or attempted robbery.

Coverage C (Safe Burglary) pays for loss of money, securities and other property from within the vault or safe by safe burglary or attempted safe burglary.

4-h-2 RATING PROCEDURE -

1. Classify risk from Classification list.
2. Obtain rate from table for classification.
3. Apply any credits (alarms).
4. Apply Deductible credit.
5. Multiply by amount of coverage per \$1,000.
6. Multiply by Territorial Multiplier.

4-h-3 CLASSIFICATION LIST -

- A. All risks not otherwise classified
- B. Clubs or Fraternal Orders serving food or other alcoholic beverages
- B. Dry Cleaners
- B. Grocery Stores
- C. Liquor Stores
- C. Restaurants
- B. Theaters

4-h-4 OPTIONAL CREDITS -

DEDUCTIBLE CREDIT

Amount of Deductible	Amount of Credit
\$ 100	10%
250	15%
500	20%
1,000	30%
2,000	45%

BURGLAR ALARM DISCOUNT -

If the premises is protected with a burglar alarm system and the insured holds a U.L. Certificate, the following credits apply.

	Grade & Below Grade	Above Grade
Central Station	25%	30%
Local or Police Station	15%	20%

4-h-5 RATES -

Coverage A Robbery Inside the premises

Classification	per \$1,000 per Premises
A	\$ 9.
B	20.
C	27.

Coverage B Robbery Outside the Premises

	per \$1,000 per Premises
No Guard	\$ 3.
With Guard	2.

Coverage C Safe Burglary

Classification	Annual rates per \$1,000
A	\$10.
B	20.
C	32.

4-h-6 TERRITORIAL MULTIPLIER -

	<u>Inside</u>	<u>Outside</u>	<u>Safe Burglary</u>
Remainder of State	1.00	1.00	1.00
Bronx	4.00	1.00	1.80
Erie	1.00	1.00	1.80
Kings	5.00	2.00	1.40
Monroe	1.00	1.00	1.70
Nassau	1.20	1.00	1.00
New York	4.00	1.00	1.70
Onondaga	1.20	1.00	1.00
Queens	4.50	1.00	1.80
Richmond	1.00	1.00	1.00
Westchester	1.20	1.00	1.00

4-i MONEY & SECURITIES BROAD FORM (SF-63 or SF-63A)

4-i-1 POLICY COVERAGE -

Coverage A (Loss Inside Premises) pays for loss of money or securities by the actual destruction, disappearance or wrongful abstraction within the premises or within any banking premises. Also loss of other property by safe burglary or robbery within the premises and for a loss of a locked cash drawer.

Coverage B (Loss Outside Premises) pays for loss of money or securities by the actual destruction, disappearance or wrongful abstraction outside the premises while being conveyed by a messenger or while within the living quarters in the home of any messenger.

SAFE OR VAULT REQUIREMENTS -

The safe or vault must be equipped with a combination lock and each cabinet or chest must be equipped with a key lock. Safe, Vault, Cabinet or Chest must be constructed in the following manner: Steel doors and walls at least 1/2" thick, or vault walls 1/2" steel or 9" of reinforced concrete.

4-i-2 RATING PROCEDURE -

- 1) Classify risk from Classification List.
- 2) Obtain rate from table for classification.
- 3) Deduct any credits that are applicable.
- 4) Apply deductible credit.
- 5) Multiply by amount of coverage per \$1,000.
- 6) Multiply by Territorial Multiplier.

4-i-3 CLASSIFICATION LIST -

- A. All risks not otherwise classified
- C. Clubs or Fraternal Orders serving food or alcoholic beverages
- D. Dry Cleaners
- D. Supermarkets
- B. Grocery Stores
- C. Liquor Stores
- D. Restaurants
- D. Theaters

4-i-4 OPTIONAL CREDITS -

BURGLAR ALARM DISCOUNT -

If the premises is protected with a burglar alarm system and the insured holds a U.L. certificate, the following credits apply.

	Grade & Below Grade	Above Grade
Central Station	25%	30%
Local or Police Station	15%	20%

DEDUCTIBLE CREDIT -

Amount of Deductible	Amount of Credit
\$ 100	10%
250	15%
500	20%
1,000	30%
2,000	45%

4-i-5 RATES -

Loss Inside the Premises

Annual Premiums per \$1,000 per Premises

Classification	No Safe, Chest, Cabinet or Vault	With Safe, Chest, Cabinet or Vault
A	\$62.	\$37.
B	82.	50.
C	133.	82.
D	124.	71.

Annual Minimum Premium \$35. first premises
 \$15. each additional Premises

Loss Outside the Premises

Annual Premiums per \$1,000 per premises

Messenger Accompanied By	No Guard	\$5.
	With Guard	4.

4-i-6 TERRITORIAL MULTIPLIER -

Remainder of State	1.00	New York	1.50
Bronx	1.50	Onondaga	1.00
Erie	1.25	Queens	1.50
Kings	1.50	Richmond	1.00
Monroe	1.25	Westchester	1.00
Nassau	1.25		

4-j STOREKEEPERS BURGLARY & ROBBERY (SF-58, SF-58A)

4-j-1 POLICY COVERAGE -

Listed below is a general description of the insuring agreements afforded by this form.

- 1) Robbery Inside the Premises
- 2) Robbery Outside the Premises
- 3) Kidnapping
- 4) Burglary; Safe Burglary
- 5) Theft - Night Depository or Residence
- 6) Burglary; Robbery of Watchman
- 7) Damage

The applicable amount of insurance (\$250, \$500, \$750, \$1,000, \$1,500, \$2,000 or \$2,500) stated in the schedule is the total amount of insurance with respect to all loss of property arising out of one occurrence. The amount of insurance stated in the schedule shall apply separately to each insuring agreement.

4-j-2 RATING PROCEDURE -

1. Obtain Class from Risk Classification List.
2. Obtain Premium for proper amount of insurance.
3. Make any optional amendments to insuring agreements.
4. Apply any deductibles.
5. Multiply premium by Territorial Multiplier.

4-j-3 RISK CLASSIFICATIONS -

Classify the business according to the following list. Where there is more than one classification applying, the highest classification shall apply.

	Class
All risks not otherwise classified	A
Amusement or Entertainment Establishments	B
Camera & Photographic Supplies	B
Clothing	B
Clubs	B
Druggists	B
Dry Cleaners	B
Electrical & Home Appliances	B
Furriers	B
Grocery Stores	B
Jewelry Stores	B
Laundries	B
Liquor Stores	B
Meat & Poultry Stores	B
Radio & TV Sales & Service	B
Restaurants	B
Finance Companies	B
Taverns	B
Tobacco Dealers	B

4-j-4 DEDUCTIBLE CREDIT -

\$100 Deductible Clause Applies

Amount of Insurance	Deductible Credit
\$250.	50%
500.	40%
750.	30%
1,000.	20%
1,500.	15%
2,000.	10%
2,500.	5%

4-j-5 OPTIONAL AMENDMENTS TO INSURING AGREEMENTS - (SF-58B)

BURGLARY OF MONEY & SECURITIES WITHIN PREMISES

The "burglary; safe burglary" insuring agreement can be increased above the \$50. limit for loss by burglary of money and securities within the premises. \$5. per \$100 of increase

THEFT OF MONEY & SECURITIES WITHIN PREMISES

The "burglary; safe burglary" insuring agreement can be amended to provide coverage for loss by theft of money and securities within the premises. \$15. per \$100 of coverage

4-j-6 RATES -

Amount of Insurance	Annual Premiums per Premises	
	Class A	Class B
\$250.	\$49.	\$58.
500.	79.	94.
750.	104.	122.
1,000.	122.	144.
1,500.	154.	183.
2,000.	184.	219.
2,500.	205.	244.

Minimum Premium - \$35.

4-j-7 TERRITORIAL MULTIPLIER -

Remainder of State	1.00
Bronx	3.50
Erie	1.80
Kings	3.50
Monroe	1.80
Nassau	2.00
New York	3.50
Onondaga	1.50
Queens	3.50
Richmond	1.80
Westchester	1.50