REPORTING INSTRUCTIONS

1. **Company Number (Field: Positions 1-4)**
   Report the Company Number assigned by ISO.

2. **Transaction Type Code (Field: Position 5)**
   Report the appropriate Transaction Type Code.

3. **Accounting Date (Field: Positions 6-7)**
   Report the accounting month and year the transactions were entered on the company books except for transactions reported under the quarterly reporting option where accounting month must be the last month of the quarter being reported.

   Month requires a one-digit code and year a one-digit code. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "4" will represent the month of November and the "5" will represent the month of December.

4. **Inception Date (Field: Positions 8-10)**
   Report the inception month and year as defined in Part I, Section B, Rule 4 -- General Rules -- Premiums of this plan.

   Month requires a one-digit code and year a two-digit code. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "10" will represent the month of November and the "11" will represent the month of December.

5. **Transaction Effective Date (Field: Positions 11-13)**
   Report the effective month and year of the transaction.

   Month requires a one-digit code and year a two-digit code. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "10" will represent the month of November and the "11" will represent the month of December.

6. **Transaction Expiration Date (Field: Positions 14-16)**
   Report the expiration month and year of the transaction.

   Month requires a one-digit code and year a two-digit code. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "10" will represent the month of November and the "11" will represent the month of December.

7. **State Code (Field: Positions 17-18)**
   Report the State Code of the location of property.

8. **Reserved For Future Use (Field: Position 19)**
   Report blank.

9. **Territory Code (Field: Positions 20-21)**
   Report the code of the territory used in determining the rate. For states that have adopted the ISO ZIP Code based territories, companies may optionally report either the appropriate Territory Code, the Territory Identifier Code, or report the field as blank (refer to Appendix A for state status).

10. **Reserved For Future Use (Field: Positions 22-23)**
    Report blank.

11. **Annual Statement Line of Business Code (Field: Positions 24-26)**
    Report the code of the Annual Statement Line of Business to which the transaction was assigned.

12. **Personal Lines Statistical Plan (Other Than Automobile) (PLSP (OTA)) Subline Code (Field: Positions 27-29)**
    Report the appropriate PLSP (OTA) Subline Code.

13. **Exception Code (Field: Position 30)**
    Report the appropriate Exception Code.

14. **Reserved For Future Use (Field: Position 31)**
    Report blank.

15. **Policy Form Code (Field: Position 32)**
    Report the appropriate Policy Form Code.

16. **Number of Families Code (Field: Position 33)**
    Report the appropriate Number of Families Code. For sublines 441, 442 and 446 report blank.

17. **Ordinance or Law Coverage Code (Field: Position 34)**
    Report the appropriate Ordinance or Law Coverage Code.
18. **Status Code (Field: Position 35)**
   Report the appropriate Status Code.

   Report the appropriate Wind Deductible Size Code for Extended Coverage Sublines only. If Windstorm or Hail Coverage Indicator Code equals 2, report blank.

20. **Construction Code (Field: Position 38)**
   Report the appropriate Construction Code. For sublines 441, 442 and 446 report blank.


22. **Mold Coverage Code (Field: Position 41)**
   Report the appropriate Mold Coverage Code to indicate the extent of coverage for losses due to fungi, wet or dry rot, or bacteria (including mold). For sublines 441, 442 and 446, report blank.

22.1 **Reserved For Future Use (Field: Positions 42–44)**
   Report blank.

23. **Deductible Size Code (Field: Positions 45–46)**
   Report the appropriate Deductible Size Code.

24. **Year Of Construction Code (Field: Positions 47–48)**
   Report the appropriate Year of Construction Code for Building Coverage (B/C Code 1 or 3). For Contents Coverage (B/C Code 2 or 4) report blank. For sublines 441, 442 and 446, report blank.

25. **Reserved For Future Use (Field: Positions 49–50)**
   Report blank.

26. **Building Or Contents Code (Field: Position 51)**
   Report the appropriate Building or Contents Code. For sublines 441, 442 and 446 report blank.

27. **Reserved For Future Use (Field: Positions 52–56)**
   Report blank.

28. **Exposure (Field: Positions 57–60)**
   Report the Amount of Insurance (limit of liability) to the nearest thousand dollars of coverage. Policies for amounts under $1,500 must be reported as 0001. Policies for amounts $9,998,500 and over must be reported as 9999.
   The exposure field itself is unsigned because the premium amount field indicates positive and negative amounts.

   Report the appropriate BCEG Classification Code.

29.1 **Protective Devices Codes (Field: Positions 63–64)**
   Report the appropriate Protective Devices Code for sublines 410, 412, 413, 441, 442 and 446 only. For Status Codes A, B and C, report blank.

29.2 **Reserved For Future Use (Field: Positions 65–69)**
   Report blank.

29.3 **Reserved For ISO Use (Field: Position 70)**
   Report blank.

30. **State Exception Indicator Code (Field: Position 71)**
   Report the appropriate State Exception Indicator Code.

31. **Reserved For Future Use (Field: Position 72)**
   Report blank.

32. **Zip Code (Field: Positions 73–77)**
   Report the five digit Zip Code for the insured location.

33. **Reserved For Future Use (Field: Positions 78–81)**
   Report blank.

33.1 **State Exception Indicator Code II (Field: Position 82)**
   Report the appropriate State Exception Indicator Code.

33.2 **State Exception Indicator Code III (Field: Position 83)**
   Report the appropriate State Exception Indicator Code.

33.3 **Windstorm Or Hail Coverage Indicator Code (Field: Position 84)**
   Report the appropriate Windstorm or Hail Coverage Indicator Code for Extended Coverage Sublines. Otherwise, report blank.
33.4. Reserved For Future Use (Field: Positions 85-91)
Report blank.

34. Company Program Exception Indicator (Field: Positions 92-93)
Report Code 10 unless reported data represents a Company Program Exception as determined by ISO review. For
Company Program Exception, report code as assigned by ISO on a program by program basis.

35. Statistical Plan Indicator Code (Field: Position 94)

36. Reserved For Future Use (Field: Position 95)
Report blank.

37. Premium Amount (Field: Positions 96-103)
Report the appropriate whole dollar amount. Rounding, when required, is to be accomplished by dropping 1 through 49
cents and by increasing or decreasing the dollar amount by 1 (depending on whether the amount is positive or nega-
tive) for 50 through 99 cents.
Amounts must be reported right justified with leading zeros. Negative amounts must be signed in position 103. Positive
amounts may be reported signed or unsigned in position 103. For detailed specifications, see Page GR-7.

38. Reserved For Future Use (Field: Positions 104-117)
Report blank.

39. Premium Record Identification (Field: Positions 118-130)
Report the policy number or any other alphanumeric identification which will make it possible to locate the policy re-
cords in the company.

40. Positions For Company Use (Field: Positions 131-150)
This field is for company use only, and may be reported blank, or may contain an alphanumeric combination that suits
the individual carrier's purposes.
1. Company Number (Field: Positions 1-4)
   Report the Company Number assigned by ISO.

2. Transaction Type Code (Field: Position 5)
   Report the appropriate Transaction Type Code.

3. Accounting Date (Field: Positions 6-7)
   Report the accounting month and year the transactions were entered on the company books except for transactions reported under the quarterly reporting option where accounting month must be the last month of the quarter being reported.
   Month requires a one-digit code and year a one-digit code. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "12" will represent the month of November and the "18" will represent the month of December.

4. Inception Date (Field: Positions 8-10)
   Report the inception month and year as defined in Part I Section B, Rule 4. General Rules — Premiums of this plan.
   Month requires a one-digit code and year a two-digit code. Use the values 1-8 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "12" will represent the month of November and the "18" will represent the month of December.

5. Loss Date (Field: Positions 11-15)
   Report the month, year and day in which the loss occurred.
   Month requires a one-digit code, year and day require two-digit codes. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "12" will represent the month of November and the "18" will represent the month of December.

6. Reserved for Future Use (Field: Position 16)
   Report blank.

7. State Code (Field: Positions 17-18)
   Report the State Code of the location of property.

8. Reserved for Future Use (Field: Position 19)
   Report blank.

9. Territory Code (Field: Positions 20-21)
   Report the code of the territory used in determining the rate. For states that have adopted the ISO ZIP Code based territories, companies may optionally report either the appropriate Territory Code, the Territory Identifier Code, or report the field as blank (refer to Appendix A for state status).

10. Reserved for Future Use (Field: Positions 22-23)
    Report blank.

11. Annual Statement Line of Business Code (Field: Positions 24-26)
    Report the code of the Annual Statement Line of Business to which the transaction was assigned.

12. Personal Lines Statistical Plan (Other Than Automobile) (PLSP (OTA)) Subline Code (Field: Positions 27-29)
    Report the appropriate PLSP (OTA) Subline Code.

13. Exception Code (Field: Position 30)
    Report the appropriate Exception Code.

14. Reserved for Future Use (Field: Position 31)
    Report blank.

15. Policy Form Code (Field: Position 32)
    Report the appropriate Policy Form Code.

16. Number of Families Code (Field: Position 33)
    Report the appropriate Number of Families Code. For sublines 441, 442 and 446 report blank.

17. Ordinance or Law Coverage Code (Field: Position 34)
    Report the appropriate Ordinance or Law Coverage Code.

18. Status Code (Field: Position 35)
    Report the appropriate Status Code.

19. Wind Deductible Size Code (Field: Positions 36-37)
    Report the appropriate Wind Deductible Size Code for Extended Coverage Sublines only. If Windstorm or Hall Coverage Indicators Code equals 2, report blank.
20. **Construction Code (Field: Position 38)**  
   Report the appropriate Construction Code. For sublines 441, 442 and 446, report blank.

   Report the appropriate Protection Code for Fire Sublines, otherwise report blank.

22. **Mold Coverage Code (Field: Position 41)**  
   Report the appropriate Mold Coverage Code to indicate the extent of coverage for losses due to fungi, wet or dry rot, or bacteria (including mold). For sublines 441, 442 and 446, report blank.

22.1 **Reserved For Future Use (Field: Positions 42-44)**  
   Report blank.

23. **Deductible Size Code (Field: Positions 45-46)**  
   Report the appropriate Deductible Size Code.

24. **Year Of Construction Code (Field: Positions 47-48)**  
   Report the appropriate Year of Construction Code for Building Coverage (B/C Code 1 or 3). For Contents Coverage (B/C Code 2 or 4) report blank. For sublines 441, 442 and 446, report blank.

25. **Reserved For Future Use (Field: Positions 49-50)**  
   Report blank.

26. **Building Or Contents Code (Field: Position 51)**  
   Report the appropriate Building or Contents Code. For sublines 441, 442 and 446, report blank.

27. **Reserved For Future Use (Field: Positions 52-56)**  
   Report blank.

28. **Exposure (Field: Positions 57-60)**  
   Report the Amount of Insurance (limit of liability) to the nearest thousand dollars of coverage. Policies for amounts under $1,500 must be reported as 0001. Policies for amounts $6,998,600 and over must be reported as 9999.

   Report the appropriate BCEG Classification Code.

28.1 **Protective Devices Codes (Field: Positions 63-64)**  
   Report the appropriate Protective Devices Code for subline 410, 412, 413, 441, 442 and 446 only. For Status Codes A, B and C, report blank.

30. **Cause Of Loss Code (Field: Positions 65-66)**  
   Report the appropriate Cause of Loss Code. For sublines 441, 442 and 446, report blank.

31. **Reserved For Future Use (Field: Positions 67-69)**  
   Report blank.

31.1 **Reserved For ISO Use (Field: Position 70)**  
   Report blank.

32. **State Exception Indicator Code (Field: Position 71)**  
   Report the appropriate State Exception Indicator Code.

33. **Claim Count (Field: Position 72)**  
   Report the claim count in accordance with Part I, Section C, Rule 3. General Rules – Losses of this plan. Negative counts must be signed. Positive counts may be reported signed or unsigned. For detailed specifications, see page GR-7.

34. **Zip Code (Field: Positions 73-77)**  
   Report the five digit Zip Code for the insured location.

35. **Reserved For Future Use (Field: Positions 78-81)**  
   Report blank.

35.1 **State Exception Indicator Code II (Field: Position 82)**  
   Report the appropriate State Exception Indicator Code.

35.2 **State Exception Indicator Code III (Field: Position 83)**  
   Report the appropriate State Exception Indicator Code.

35.3 **Windstorm or Hail Coverage Indicator Code (Field: Position 84)**  
   Report the appropriate Windstorm or Hail Coverage Indicator Code for Extended Coverage Sublines. Otherwise, report blank.

35.4 **Reserved For Future Use (Field: Positions 85-89)**  
   Report blank.

36. **Company Program Exception Indicator (Field: Positions 90-93)**  
   Report Code 10 unless reported data represents a Company Program Exception as determined by ISO review. For Company Program Exceptions, report code as assigned by ISO on a program by program basis.

37. **Statistical Plan Indicator Code (Field: Position 94)**  
38. Reserved for Future Use (Field: Position 95)
   Report blank.

39. Loss Amount Field: Positions 96-103
   Report the amount of the loss rounded to the nearest dollar. Rounding, when required, is to be accomplished by dropping 1 through 49 cents and by increasing or decreasing the dollar amount by 1 (depending on whether the amount is positive or negative) for 50 through 99 cents.
   Amounts must be reported right justified with leading zeros. Negative amounts must be signed in position 103. Positive amounts may be reported signed or unsigned in position 103. For detailed specifications, see page GR-7.

40. Loss Record Identification (Field: Positions 104-117)
   Report the claim number or any other alphanumeric identification which will make it possible to locate the claim records in the company.

41. Reserved For Future Use (Field: Positions 118-130)
   Report blank. Premium Record Identification may optionally be reported.

42. Positions For Company Use (Field: Positions 131-150)
   This field is for company use only, and may be reported blank, or may contain any alphanumeric combination that suits the individual carrier's purposes.
## Module: Dwelling Policies - Fire & Allied Lines

### General Rules

#### 150 Character Record Layout

#### Premium Record Layout

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Company</td>
</tr>
<tr>
<td>2</td>
<td>Number</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Transaction Type</td>
</tr>
<tr>
<td>6</td>
<td>Month</td>
</tr>
<tr>
<td>7</td>
<td>Year</td>
</tr>
<tr>
<td>8</td>
<td>Month Inc.</td>
</tr>
<tr>
<td>9</td>
<td>Year</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
</tr>
</tbody>
</table>

#### Loss Record Layout

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
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<tr>
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<td>Month</td>
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<td>9</td>
<td>Year</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
</tr>
</tbody>
</table>

#### Notes
- To identify the reporting of negative amounts, refer to the reporting instructions in each module.