FLORIDA APARTMENT RENEWAL RESOURCE

Florida Apartment Building Insurance Renewal Checklist

Organize a Florida apartment renewal comparison with current policies, a statement of values, rent roll, loss runs, roof and inspection records, wind and flood details, lender requirements, and consistent quote notes.

Published July 2026 | PDF checklist companion | Sources and references linked

Written and reviewed by Joe Greene

Commercial Lines Manager • Florida 2-20 General Lines license #P005559 • 21 years in the insurance industry

QUICK SUMMARY

Apartment Renewal Checklist: the short version

A Florida apartment renewal comparison starts with the current policy and renewal offer, a current statement of values or building schedule, rent roll, loss runs, roof and system updates, inspections, photos, flood information, lender requirements, and a clear deadline. Use the same buildings, values, policies, and deductible assumptions when comparing proposals, and note any documents that still need to be collected.

Use this checklist to organize apartment insurance renewal documents. It is not legal, engineering, appraisal, lending, or coverage advice, and it does not promise a carrier quote, policy terms, or lender acceptance.

BEST FIT

Florida apartment and multifamily property owners

Organize the current policy, SOV, rent roll, losses, roofs, flood records, lender terms, and quote notes for one building or a larger schedule.

Property managers assembling renewal documents

Use one working list for ownership records, property details, inspections, vendors, claims, deadlines, and any details still needed.

Asset managers and real estate investors comparing proposals

Compare proposals on the same buildings, values, deductibles, coverage package, and loss-of-rents assumptions instead of comparing premium alone.

Owners refinancing, changing lenders, or responding to a nonrenewal

Organize the renewal documents around the actual loan deadline, mortgagee wording, deductible limits, flood evidence, and any notice or subjectivity.

RED FLAGS

! **The statement of values still shows old building values, roof years, unit counts, ownership names, or missing locations.**

! **The renewal is being compared on total premium even though the policies, deductibles, values, flood terms, or limits are different.**

! **Loss runs are missing, stale, or attached without an explanation of open claims, repairs, and corrective action.**

! **Roof, electrical, plumbing, inspection, or mitigation updates are described in an email but cannot be supported with permits, invoices, reports, or photos.**

! **The lender's insurance requirements arrive after quoting starts and conflict with a deductible, flood limit, mortgagee clause, or evidence deadline.**

CHECKLIST 1

Renewal dates, current policies, and ownership records to collect first

Start with the documents that establish who owns the property, what is expiring, which policies are being compared, and when the owner or lender needs evidence.

Current policy and full renewal offer

Save declarations, forms, endorsements, deductibles, schedules, invoices, fees, mortgagee pages, renewal terms, and any conditional renewal, nonrenewal, inspection, or subjectivity notice.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: ____________________ **Due:** ________________

Policy list for the same apartment program

List property, general liability, umbrella or excess, flood, equipment breakdown, workers compensation, commercial auto, cyber, or other policies being renewed so each proposal is compared against the same package.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: ____________________ **Due:** ________________

Ownership and management names

Confirm the named insured, ownership entity, mailing address, contact information, property manager, management agreement, lender, mortgagee wording, and any additional insured or loss-payee requests.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: ____________________ **Due:** ________________

Renewal, loan, and evidence deadlines

Write down the policy expiration date, lender or refinance deadline, evidence-of-insurance deadline, required notice period, open inspection items, and who is responsible for each missing document.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: ____________________ **Due:** ________________

CHECKLIST 2

Statement of values, building schedule, rent roll, and income details

The property schedule explains what is being insured. The rent roll and income records explain what revenue may be interrupted after a covered loss.

Current statement of values or building schedule

List every address and building with building ID, replacement-cost value, square footage, year built, construction type, stories, unit count, occupancy, roof details, and any scheduled equipment or outdoor property.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: ___________________ **Due:** _______________

Contents, equipment, and other property values

Include leasing-office contents, maintenance equipment, laundry equipment, signs, fences, gates, pools, generators, permanently installed equipment, landlord furnishings, and other owner property that should be reviewed.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: ___________________ **Due:** _______________

Current rent roll and occupancy

Provide unit count, occupied and vacant units, commercial or mixed-use tenants if any, monthly rent, concessions where relevant, and changes in occupancy that may affect coverage and pricing.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: ___________________ **Due:** _______________

Loss of rents or business income worksheet

Show annual gross scheduled rent, operating income assumptions, the requested restoration period, continuing expenses, and any extra-expense need instead of carrying forward an old income limit without review.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: ___________________ **Due:** _______________

CHECKLIST 3

Roof, construction, major systems, inspections, and property photos

Current building-condition facts support a more accurate renewal comparison. Document updates with inspection, repair, and maintenance records.

Roof age, material, permits, and work records

Collect roof installation or permit dates, roof material, invoices, warranties, inspection reports, repair history, replacement sections, current photos, and proof that completed work matches the schedule.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: ____________________ **Due:** ________________

Electrical, plumbing, HVAC, and water-heater updates

Document materials, installation years, permits or invoices, panel or wiring details, pipe type, water-heater age, HVAC updates, known deficiencies, and the status of any planned replacement work.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: ____________________ **Due:** ________________

Fire protection and life-safety information

Record sprinklers, alarms, smoke and carbon-monoxide detection, extinguishers, hydrant or fire-department access, monitored systems, emergency lighting, exits, elevators, and recent testing or service.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: ____________________ **Due:** ________________

Inspections, repair proof, and current photos

Include property-condition, four-point, roof, electrical, fire, elevator, balcony, or other applicable reports; open recommendations; invoices; permits; and clear exterior, common-area, roof, and equipment photos.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: ____________________ **Due:** ________________

CHECKLIST 4

Loss runs, open claims, maintenance controls, and liability exposures

A loss run shows what happened. Useful renewal documents also explain claim status, completed repairs, and the controls now in place to reduce a repeat loss.

Currently valued loss runs when available

Request the current policy period and prior years requested by the market, often up to five years when available, for property, liability, flood, umbrella, workers compensation, auto, and other relevant lines.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: __________________ **Due:** ______________

Open-claim status and corrective-action notes

For each material claim, note the date, cause, location, paid and reserve status if shown, whether it remains open, repairs completed, vendors used, and what changed after the loss.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: __________________ **Due:** ______________

Water, fire, security, and maintenance controls

Describe leak detection, shutoff procedures, unit inspections, emergency response, vacant-unit checks, hot-work controls, alarm monitoring, lighting, cameras, gates, work orders, and preventive maintenance.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: __________________ **Due:** ______________

Amenities, residents, employees, and vendors

List pools, playgrounds, gyms, laundry rooms, balconies, docks, dog areas, parking, security, employees, vehicles, contractors, vendor certificates, incident procedures, and property-manager responsibilities.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: __________________ **Due:** ______________

CHECKLIST 5

Florida wind, flood, deductible, and lender documents

Wind, flood, and lender terms can sit in different documents. Put them in one section so the owner can see which policy or requirement answers each question.

Wind and named-storm terms

Identify whether wind is included, limited, excluded, or placed separately; record the hurricane or named-storm deductible basis; and calculate an approximate dollar retention from the scheduled values for planning.

☐ Collected ☐ Requested ☐ N/A

Owner: __________________ **Due:** ______________

Flood map and current flood coverage

Save the FEMA map or lender flood determination, elevation information if available, current NFIP or private flood policy, limits, deductibles, building and contents split, excess flood, and prior flood claims.

☐ Collected ☐ Requested ☐ N/A

Owner: __________________ **Due:** ______________

Actual lender insurance requirements

Send the requirements for the current loan: property and liability limits, valuation basis, deductible restrictions, flood evidence, loss-of-rents period, mortgagee wording, cancellation notice, umbrella terms, and evidence deadline.

☐ Collected ☐ Requested ☐ N/A

Owner: __________________ **Due:** ______________

Ordinance, equipment, and restoration questions

Review ordinance or law, debris removal, equipment breakdown, utility interruption, water backup, extra expense, and restoration-period assumptions where older systems or a long repair timeline could change the loss.

☐ Collected ☐ Requested ☐ N/A

Owner: __________________ **Due:** ______________

CHECKLIST 6

Apples-to-apples proposal comparison and final packet review

A lower total premium is not automatically a better renewal. Compare the same locations, values, policies, deductibles, and requirements before judging the price.

Match every building and value

Confirm that every address, building, unit count, square footage, construction detail, roof year, property value, income value, and scheduled item appears correctly on each proposal.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: __________________ **Due:** ______________

Compare deductibles and peril structure

Line up all-other-perils, water, wind, hurricane or named-storm, flood, and other deductibles; note whether limits are shared, layered, blanket, per-building, or subject to sublimits.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: __________________ **Due:** ______________

Compare the same policy package

Property-only should be compared with property-only. A full program that includes liability, flood, umbrella, or other policies should be compared with the same policies on the other side.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: __________________ **Due:** ______________

Track exclusions, conditions, fees, and open items

List important exclusions, protective safeguards, roof or water limitations, inspection conditions, carrier forms, surplus-lines taxes or fees, payment terms, lender exceptions, and documents still needed before binding.

☐ **Collected** ☐ **Requested** ☐ **N/A**

Owner: __________________ **Due:** ______________

COMMON QUESTIONS

Common questions about apartment renewal checklist

What documents are needed for an apartment building insurance renewal in Florida?

Start with the current policy and renewal offer, statement of values or building schedule, rent roll, loss runs, roof and system records, inspections, photos, flood documents, lender requirements, management details, vendor controls, and a clear renewal or loan deadline.

How early should an apartment owner start preparing renewal documents?

Start as soon as the renewal, nonrenewal, or lender timeline is known. Older buildings, coastal wind, flood, open claims, incomplete inspections, multiple locations, or missing values can require more lead time than a simple unchanged account.

Do apartment insurance carriers always require five years of loss runs?

No single period applies to every carrier or account. Request the current period and the prior years the market asks for, often up to five years when available, and include claim status, repairs, and corrective-action notes.

Is a statement of values the same as an apartment rent roll?

No. The statement of values or building schedule describes locations, construction, building values, and scheduled property. The rent roll describes units, occupancy, and rental income used for operations and loss-of-rents review.

Does this apartment renewal checklist cover property insurance, liability, or both?

It can organize the full apartment insurance program, including property, liability, flood, umbrella, and other relevant policies. Compare the same policy package on both sides; do not compare a full program with a property-only proposal.

What if some apartment renewal documents are missing?

Send what is available and identify each missing item, owner, and due date. Track the open items separately so the comparison can begin while the remaining records are collected.

SOURCES AND REFERENCE MATERIAL

Sources used for this apartment renewal checklist

Use the online version for clickable links. FEMA and Fannie Mae provide public flood and lender-reference material; PHLY is a carrier-specific proposal example; the Federal Reserve source provides apartment insurance cost context. Requirements still vary by property, carrier, and lender.

1. **FEMA flood insurance overview**
   https://www.fema.gov/flood-insurance
2. **FEMA Flood Map Service Center**
   https://msc.fema.gov/portal/home
3. **Fannie Mae multifamily insurance requirements**
   https://mfguide.fanniemae.com/node/4226
4. **Philadelphia Insurance Companies apartments program and proposal documents**
   https://www.phly.com/products/apartments
5. **Federal Reserve apartment property-insurance cost research**
   https://www.federalreserve.gov/econres/notes/feds-notes/rising-property-insurance-costs-and-pass-through-to-rents-for-apartment-buildings-20250919.html

ONLINE CHECKLIST AND RELATED RESOURCES

Open the live checklist for links and updates

Open the HTML checklist for clickable sources, related apartment guides, and the document-upload form. Keep this PDF as the printable working copy for the renewal meeting.

https://www.greeneinsurance.com/resources/florida-apartment-building-insurance-renewal-checklist

RELATED RESOURCES

1. **Habitational Renewal Readiness Score**
   https://www.greeneinsurance.com/resources/florida-habitational-renewal-readiness-score
2. **Florida Apartment Building Insurance**
   https://www.greeneinsurance.com/industries/apartment-building-insurance
3. **Apartment Building Insurance Cost in Florida**
   https://www.greeneinsurance.com/cost/apartment-building-insurance-florida
4. **Florida Habitational Insurance Hub**
   https://www.greeneinsurance.com/industries/habitational-insurance
5. **Send Apartment Renewal Documents**
   https://www.greeneinsurance.com/quote/apartment-building?fast=property-upload
6. **Commercial Property Statement of Values**
   https://www.greeneinsurance.com/florida/commercial-property-statement-of-values

Ready to compare coverage and pricing?

Send the current policies, renewal offer, SOV, rent roll, loss runs, roof and inspection records, flood documents, and lender requirements before the renewal or loan deadline.

Send My Renewal Documents