

Coastal Building Inspections, RLLP.

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Alternative WPI-8 Address Change Method

Please Read:

Coastal Building Inspections (CBI) submits certifications (WPI-2's) to the Texas Department of Insurance based on the information provided to us on the WPI-1 form. The original WPI-1 is submitted to CBI by the homeowner/builder/contractor. If the address information provided to CBI on the original WPI-1 is incorrect, or if the street address has changed since the original certification, an address change is warranted.

For the last sixteen years, CBI has generously provided WPI-8 address changes at no expense to our customers. Unfortunately, each address change requires staff time as well as research and recertification by our engineer. Due to the increasing volume of address changes requested each year, we can no longer conduct this service without charging a fee (effective 3/15/10):

- \$75. for certificates 3 yrs old or newer,
- \$150. for certificates 4 years old or older,
- \$25. Rush Fee (optional)

Should it be determined that CBI submitted the original address in error, or if the address change can't be completed, the fees paid will be refunded. Please print out a copy of the WPI-8 Address Change Form by going to the documents button at the top of our homepage on our website www.cbiwindstorm.com and follow the instructions exactly.

In the event Coastal Building Inspections is not able to locate the original file of a structure to do a WPI-8 address change, or should the homeowner, builder /contractor, or other individual requesting the address change decide NOT to have Coastal Building Inspections complete the address change, an alternative WPI-8 address change method is available that may or may not require a fee.

According to TDI, the insurance agent or the homeowner may get the address changed on the WPI-8 certificate by faxing TDI a letter written by the county appraisal district (on its letterhead) that requests the change and indicates what the correct physical address should be. TDI's fax number is 512-322-2273. Should you have any further questions regarding this process, please call TDI at 512-332-2203.

Sincerely,
Barbara Roll
Administrative Assistant
Coastal Building Inspections