

Coastal Building Inspection, RLLP.

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WPI-8 ADDRESS CHANGE FORM (EFFECTIVE 3/15/2010)

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. Changing the address requires research of our files and a recertification of the structure. 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. **However, a check or money order in the appropriate fee amount, this completed form, and verification of the physical address must be mailed or presented in person to CBI before an address change will be made. Address changes for certificates that are 3 years old or newer will be completed for a fee of \$75. For certificates 4 years, old or older, a fee of \$150 will apply for research and recertification.** 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. To check the status of your address change, go to our website www.cbwindstorm.com and use the TDI Button at the top of our homepage then navigate to the WPI-8 online link.

Please be aware:

- We cannot change the city to reflect your mailing address. The address on your certificate must correspond to the city that the structure is physically located in. If the structure is not located within a City limit, the City that the structure is closest to is required to be used in the certification. If you're unsure of your physical location, call your county 911 coordinator.
- If you live in the portion of Pearland that is in Harris or Fort Bend County or the portion of Friendswood that is in Harris County, these are NOT considered designated catastrophe areas by the Texas Department of Insurance and therefore are not eligible for a WPI-8 Certificate of Compliance.

The following 3 items must be mailed to CBI or presented to CBI in person before an address change will be made:

1. Check or money order in correct fee amount (\$75. for certificates 3 yrs old or newer) or (\$150. for certificates 4 yrs old or older)
 - Add an additional \$25. for optional Rush Service (Typical turn around for address changes is 3-4 weeks depending on volume.)
2. This form completed correctly
3. Verification of Physical Address (one of the following)
 - A copy of the declarations page from the existing insurance policy for the structure
 - A copy of the County Appraisal District print out
 - A copy of the 911 letter indicating EMS address
 - A survey or plot plan indicating physical address

Required Information:

1) Name & Phone Number of homeowner or person who is requesting the changes

2) What is the **current address** on the Certificate of Compliance (Form WPI-8)?

Street: _____ /Lot _____ /Block _____

City: _____ /Zip Code: _____ /County: _____

3) What should the **new address** be?

Street: _____ /Lot _____ /Block _____

City: _____ /Zip Code: _____ /County: _____

4) Who is/was the **Builder/Contractor** for the structure/project? **(Information must be completed if certification date is before 2005)**

5) What is the **Certification Date**? _____

6) **Application ID Number**? _____

7) What is the **reason for the change**? _____
