



Instructions for Plan Holder to obtain Authorization for roof leaks provided by a roofing Out-of-Network Contractor

If your plan has optional roof coverage, please contact a roofing technician who can provide you with an estimate of your roofing repair. Getting a free estimate could save you as much as \$100.00 toward your Plan's roof option repair limit. The Contractor you select must be qualified, insured, and charge fair and reasonable rates.

- 1) Print out the below form.
- 2) Completely fill out section A.
- 3) Have the roofing Contractor answer all questions under section B.
- 4) Obtain a signed copy of the Contractor's estimate.
- 5) Fax a completed copy of the form below along with a copy of the signed Contractor's invoice to (877) 445-6999, or mail them to PO Box 5017, San Ramon, California, 94583.
- 6) You will be notified within 3 business days to confirm receipt of your complete information.
- 7) Upon determining that the needed repair is covered under the terms and conditions of the plan, Old Republic will reimburse you based on your Plan's annual dollar limit **less Trade Call Fee**. A representative will contact you with an authorization number if applicable. You will receive your check within 14 business days of issuing an authorization number to you.

NOTE: Please photocopy carbon copies and fax the copy to ensure writing is legible. Illegible writing will delay processing.