BUILDING AND PERSONAL PROPERTY COVERAGE PART

We cover direct physical loss to covered property at the premises described on the declarations caused by a covered peril.

PROPERTY COVERED

We cover the following types of property for which a limit is shown on the declarations.

BUILDING PROPERTY

This means buildings and structures described on the declarations, including:

1. completed additions;
2. fixtures, machinery, and equipment which are a permanent part of the described building or structure;
3. outdoor fixtures;
4. personal property owned by you and used to maintain or service the described building or structure, including:
   a. additions under construction, alterations, and repairs to the building or structure; and
   b. materials, equipment, supplies, and temporary structures, on or within 100 feet of the described premises, used for making additions, alterations, or repairs to the building or structure;
5. if not covered by other insurance;
   a. additions under construction, alterations, and repairs to the building or structure; and
   b. materials, equipment, supplies, and temporary structures, on or within 100 feet of the described premises, used for making additions, alterations, or repairs to the building or structure.

BUSINESS PERSONAL PROPERTY

This means your business personal property in the buildings and structures described on the declarations or in the open (or in vehicles) on or within 100 feet of the described premises, unless otherwise specified on the declarations, this includes:

1. your interest in personal property of others to the extent of your labor, material, and services;
2. your use interest as tenant in improvements to the described building or structure. Improvements are fixtures, alterations, installations, or additions:
   a. to a building or structure you occupy but do not own; and
   b. made or acquired at your expense and which cannot be legally removed by you; and
3. leased personal property which you have a contractual responsibility to insure, unless otherwise insured by the Commercial Property Coverage under Personal Property of Others.

PERSONAL PROPERTY OF OTHERS

This means personal property of others:

1. that is in your care, custody, or control; and
2. located in the buildings and structures described on the declarations or in the open (or in vehicles) on or within 100 feet of the described premises.

However, our payment for loss to personal property of others is only for the benefit of the owners of the personal property.

PROPERTY EXCLUDED AND LIMITATIONS

1. Animals -- We do not cover animals, including birds and fish, unless owned by others and boarded by you. We do cover animals you own and hold for sale.

2. Antennas, Awnings, Canopies, Fences, and Signs -- Except as provided under Supplemental Coverages, we do not cover outdoor:
   a. radio, television, satellite, dish-type, or other antennas including their masts, towers, and lead-in wiring;
   b. awnings or canopies of fabric or slat construction or their supports;
   c. fences; or
   d. signs, other than signs attached to buildings.
3. **Contraband** -- We do not cover contraband or property in the course of illegal transportation or trade.

4. **Foundations, Retaining Walls, Piling, Piers, Wharves, or Docks** -- We do not cover foundations which are below the lowest basement floor or below ground level if there is no basement; retaining walls that are not part of buildings or structures; or pilings, piers, wharves, or docks.

5. **Land; Water; Growing Crops or Lawns; Cost of Excavation, Grading, or Filling; Paved Surfaces; or Underground Pipes, Flues, or Drains** -- We do not cover:
   a. land, including land on which the property is located;
   b. underground or surface water;
   c. growing crops or lawns;
   d. cost of excavations, grading, or filling;
   e. paved outdoor surfaces, including driveways, parking lots, roads, bridges, and walks; or
   f. underground pipes, flues, and drains.

6. **Money and Securities** -- We do not cover accounts, bills, currency, food stamps, or other evidences of debt, lottery tickets not held for sale, money, notes, or securities.

7. **Property More Specifically Insured** -- We do not cover property which is more specifically insured in whole or in part by any other insurance. We do cover the amount in excess of the amount due from the more specific insurance.

8. **Trees, Shrubs, and Plants** -- Except as provided under Supplemental Coverages, we do not cover trees; shrubs; plants; and grain, hay, straw, or other crops, when outdoors. However, we do cover trees, shrubs, and plants you own and hold for sale.

9. **Valuable Papers and Records -- Research Cost** -- Except as provided under Supplemental Coverages, we do not cover the cost to research, replace, or restore the information on valuable papers and records, including those which exist on electronic or magnetic media.

10. **Vehicles, Aircraft, and Watercraft** -- We do not cover vehicles or self-propelled machines (including aircraft or watercraft and their motors, equipment, and accessories) that are:
    a. required to be licensed for use on public roads; or
    b. operated principally away from the described premises.

    We do cover vehicles or self-propelled machines you manufacture, process, warehouse, or hold for sale. However, this does not include autos you hold for sale. We also cover rowboats or canoes out of water at the described premises.

**ADDITIONAL COVERAGES**

1. **Debris Removal** -- We cover the cost to remove the debris of covered property that is caused by a covered peril. This coverage does not include costs to:
   a. extract pollutants from land or water; or
   b. remove, restore, or replace polluted land or water.

    We do not pay any more under this coverage than 25 percent of the amount we pay for the direct physical loss. We do not pay more for loss to property and debris removal combined than the limit for the damaged property.

    However, we pay an additional amount of debris removal expense up to $5,000 when the debris removal expense exceeds 25 percent of the amount we pay for direct physical loss or when the loss to property and debris removal combined exceeds the limit for the damaged property.

    We do not pay any expenses unless they are reported to us in writing within 180 days from the date of direct physical loss to covered property.

2. **Emergency Removal** -- We cover loss to covered property while moved or being moved from the described premises for preservation from loss caused by a covered peril. We pay for any direct physical loss to that property. This coverage applies for up to 10 days after the property is first moved. This does not increase the limit.

3. **Fire Department Service Charges** -- We pay up to $1,000 to cover your liability, assumed by contract or agreement prior to the loss, for fire department service charges.
This coverage is limited to charges incurred when the fire department is called to save or protect covered property from a covered peril.

No deductible applies.

This is an additional limit.

4. Pollutant Clean Up and Removal -- We pay your expense to extract pollutants from land or water at the described premises if the discharge, dispersal, seepage, migration, release, or escape of the pollutants is caused by a covered peril that occurs during the policy period.

We pay the cost of testing, evaluating, observing, or recording the existence, level, or effects of pollutants only when the expense of extracting the pollutants is covered by this Additional Coverage.

The most we pay for each described premises is $10,000 for the sum of all such expenses arising out of a covered peril occurring during each separate 12 month period of this policy. The expenses are paid only if they are reported to us in writing within 180 days from the date the covered peril occurs.

This is an additional limit.

PERILS COVERED

See the applicable Perils Part shown on the declarations.

SUPPLEMENTAL COVERAGES

If a Coinsurance percentage of 80% or more is shown on the declarations, we provide the following supplemental coverages.

Unless otherwise stated, each supplemental coverage:

a. applies for loss caused by a covered peril;

b. applies to property in or on buildings or structures described on the declarations or in the open (or in vehicles) within 100 feet of the described premises;

c. is an additional amount of coverage; and

d. is not subject to and not considered in applying coinsurance.

1. The following supplemental coverages apply when a limit is shown on the declarations for either Building Property or Business Personal Property.

a. Antennas, Awnings, Canopies, Fences, and Signs -- We pay up to $1,000 for your outdoor:

   1) radio, television, satellite, dish-type, or other antennas including their masts, towers, and lead-in wiring;
   2) awnings or canopies of fabric or slat construction or their supports;
   3) fences; or
   4) signs.

   We only cover direct physical loss caused by aircraft, civil commotion, explosion, fire, lightning, or riot, including debris removal expense.

b. Property Off Premises -- We pay up to $5,000 for covered property while temporarily at a location that you do not own, control, rent, or lease.

   This coverage does not include property:

   1) in or on a vehicle;
   2) in the care, custody, or control of your salesperson; or
   3) at any fair or exhibition.

2. The following supplemental coverages apply only when a limit is shown on the declarations for Building Property.

a. Increased Costs -- Ordinance or Law -- We pay up to $5,000 for each described premises to cover the increased costs of a covered loss, including debris removal expense, resulting from the enforcement of any ordinance, law, or decree that regulates or requires:

   1) the construction, use, or repair of any property; or
   2) the demolition of any property, in part or in whole, not damaged by a covered peril.

   The ordinance, law, or decree must be in force at the time of loss.

   Under Perils Excluded, Ordinance or Law does not apply to this Supplemental Coverage.

b. Newly Acquired Buildings -- We cover your buildings or structures being built or that you acquire during the policy period.
This coverage applies for 30 days after construction is started or for 30 days from the date you acquire the building or structure; or until you report the newly acquired property to us; whichever occurs first. This coverage does not extend beyond the end of the policy period.

You must pay any additional premium due from the date construction is started or the date you acquire the property.

We pay up to 25 percent of the limit shown on the declarations for Building Property but not exceeding $250,000 for each building or structure.

c. Trees, Shrubs, and Plants -- We pay up to $1,000 for your outdoor trees, shrubs, and plants not held for sale. We only cover loss caused by aircraft, civil commotion, explosion, fire, lightning, or riot. This coverage is limited to $250 on any one tree, shrub, or plant, including debris removal.

3. The following supplemental coverages apply only when a limit is shown on the declarations for Business Personal Property.

a. Condominium Units -- If the described premises is a condominium unit that you own, we cover the fixtures, improvements, and alterations within your unit.

We pay up to 10 percent of the limit shown on the declarations for Business Personal Property but not exceeding $20,000 for each building or structure.

This is not an additional amount of coverage.

b. Extra Expenses -- We pay up to $1,000 for the necessary extra expenses that you incur in order to continue as nearly as practical your normal business following loss by a covered peril. This applies when the damage is to property in the described buildings or structures or in the open (or in vehicles) on or within 100 feet of the described premises.

We cover your extra expenses for the time it should reasonably take to resume your normal business, but not longer than the time it should reasonably take to rebuild, repair, or replace the property that has incurred the loss.

We do not cover the normal cost of repair, replacement, or restoration of property. We cover expenses in excess of normal that you necessarily incur to reduce loss, but only to the extent they reduce the loss under this coverage.

We do not cover the cost of research or other extra expense necessary to reproduce, replace, or restore lost information on lost or damaged valuable papers and records, including those which exist on electronic or magnetic media.

We cover expenses in excess of normal that you necessarily incur to reduce loss, but only to the extent that they reduce the loss under this coverage.

c. Personal Effects -- We pay up to $500, at each described premises, for personal effects owned by you, your officers, your partners, or your employees. This coverage is limited to $100 on property owned by any one person.

d. Personal Property -- Acquired Locations -- We cover your business personal property at locations that you acquire, other than fairs or exhibitions.

This coverage applies for 30 days from the date you acquire the location or until you report the acquired location to us, whichever occurs first. This coverage does not extend beyond the end of the policy period.

You must pay any additional premium due from that date you acquire the location.

We pay up to 10 percent of the limit shown on the declarations for Business Personal Property but not exceeding $100,000 for each location.

e. Personal Property of Others -- We pay up to $2,500, at each described premises, for personal property of others in your care, custody, or control. This coverage is only for the benefit of the owners of the personal property.

f. Property in Transit -- We pay up to $1,000 for covered business personal property (other than property in the care, custody, or control of your salesperson) in transit more than 100 feet from the described premises in vehicles you own, lease, or operate.
We only cover direct physical loss caused by civil commotion; collision with another vehicle or object, other than the road bed; explosion, fire; hail; lightning; overturn or upset of the vehicle; riot; vandalism; or windstorm.

This coverage also includes loss of an entire package, case, or bale from within a locked part of your vehicle caused by theft. Theft must be proven by visible marks of forced entry.

g. Valuable Papers and Records -- Research Cost -- We pay up to $1,000 for the cost of research or other expenses necessary to reproduce, replace, or restore lost information on lost or damaged valuable papers and records, including those which exist on electronic or magnetic media, for which duplicates do not exist.

WHAT MUST BE DONE IN CASE OF LOSS

1. Notice -- In case of a loss, you must:
   a. give us or our agent prompt notice including a description of the property involved (we may request written notice);
   b. give notice to the police when the act that causes the loss is a crime; and
   c. give notice to the credit card company if the loss involves a credit card.

2. Protect Property -- You must take all reasonable steps to protect covered property at and after an insured loss to avoid further loss. We pay the reasonable costs incurred by you for necessary repairs or emergency measures performed solely to protect covered property from further damage by a covered peril if a covered peril has already caused a loss to covered property. However, we do not pay for such repairs or emergency measures performed on property which has not been damaged by a covered peril. This does not increase our limit.

3. Proof of Loss -- You must send us, within 60 days after our request, a signed, sworn proof of loss. This must include the following information:
   a. the time, place, and circumstances of the loss;
   b. other policies of insurance that may cover the loss;
   c. your interest and the interests of all others in the property involved, including all mortgages and liens;
   d. changes in title or occupancy of the covered property during the policy period;
   e. detailed estimates for repair or replacement of covered property;
   f. available plans and specifications of buildings or structures;
   g. detailed estimates of any covered loss of income and expenses; and
   h. an inventory of damaged and undamaged covered personal property showing in detail the quantity, description, cost, actual cash value, and amount of the loss. You must attach to the inventory copies of all bills, receipts, and related documents that substantiate the inventory. An inventory of undamaged personal property is not required if the total claim for a loss is less than $10,000 and less than five percent of the total limit.

4. Examination Under Oath -- You must submit to examination under oath in matters connected with the loss as often as we reasonably request and give us sworn statements of the answers. If more than one person is examined, we have the right to examine and receive statements separately and not in the presence of the others.

5. Records -- You must produce records, including tax returns and bank microfilms of all cancelled checks, relating to value, loss, and expense and permit copies and extracts to be made of them as often as we reasonably request.

6. Damaged Property -- You must exhibit the damaged and undamaged property as often as we reasonably request and allow us to inspect or take samples of the property.

7. Volunteer Payments -- You must not, except at your own expense, voluntarily make any payments, assume any obligations, pay or offer any rewards, or incur any other expenses except as respects protecting property from further damage.

8. Abandonment -- We do not have to accept any abandonment of property.

9. Cooperation -- You must cooperate in performing all acts required by the Commercial Property Coverage.
VALUATION

1. Actual Cash Value -- When replacement cost is not shown on the declarations for covered property, the value is based on the actual cash value at the time of the loss (with a deduction for depreciation), except as provided in paragraphs 2. through 9. below.

2. Limited Replacement Cost -- When the limit for Building Property satisfies the coinsurance requirement, we pay up to $2,500 to cover the cost to repair or replace your buildings or structures. This applies only when the total loss does not exceed $2,500. This provision does not apply to awnings; canopies; floor coverings; appliances for refrigerating, ventilating, cooking, dishwashing, or laundering; or outdoor equipment or furniture.

3. Glass -- The value of glass is based on the cost of safety glazing material where required by code, ordinance, or law.

4. Merchandise Sold -- The value of merchandise that you have sold but not delivered is based on the selling price less all discounts and unincurred expenses.

5. Valuable Papers and Records -- The value of valuable papers and records, including those which exist on electronic or magnetic media (other than prepackaged software programs) is based on the cost of blank materials, and the labor to transcribe or copy the records when there is a duplicate.

6. Tenant's Improvements -- The value of tenant's improvements losses is based on the actual cash value if repaired or replaced at your expense within a reasonable time.

   The value of tenant's improvements losses is based on a portion of your original cost if not repaired or replaced within a reasonable time. This portion is determined as follows:

   a. Divide the number of days from the date of the loss to the expiration date of the lease by the number of days from the date of installation to the expiration date of the lease; and

   b. Multiply the figure determined in 6.a. above by the original cost.

   If your lease contains a renewal option, the expiration of the lease in this procedure is replaced by the expiration of the renewal option period.

   Tenant's improvements losses are not covered if repaired or replaced at another's expense.

7. Pair or Set -- The value of a lost or damaged article which is part of a pair or set is based on a reasonable proportion of the value of the entire pair or set. The loss is not considered a total loss of the pair or set.

8. Loss to Parts -- The value of a lost or damaged part of an item that consists of several parts when it is complete is based on the value of only the lost or damaged part or the cost to repair or replace it.

9. Replacement Cost -- When replacement cost is shown on the declarations for covered property, the value is based on replacement cost without any deduction for depreciation.

   This replacement cost provision does not apply to objects of art, rarity, or antiquity; property of others; or paragraphs 3. through 8. above.

   The replacement cost is limited to the cost of repair or replacement with similar materials on the same site and used for the same purpose. The payment shall not exceed the amount you spend to repair or replace the damaged or destroyed property.

   Except as provided under Limited Replacement Cost, replacement cost valuation does not apply until the damaged or destroyed property is repaired or replaced. You may make a claim for actual cash value before repair or replacement takes place, and later for the replacement cost if you notify us of your intent within 180 days after the loss.

HOW MUCH WE PAY

1. Insurable Interest -- We do not cover more than your insurable interest in any property.

2. Deductible -- We pay only that part of your loss over the deductible amount stated on the declarations in any one occurrence. The deductible applies to the loss before application of any coinsurance or reporting provision.

3. Loss Settlement Terms -- Subject to paragraphs 1., 2., 4., 5., and 6. under How Much We Pay, we pay the lesser of:

   a. the amount determined under Valuation;

   b. the cost to repair, replace, or rebuild the property with material of like kind and quality to the extent practicable; or

   c. the limit that applies to covered property.
4. **Coinsurance** -- When a coinsurance percentage is shown on the **declarations**, we only pay a part of the loss if the **limit** is less than the value of the covered property at the time of the loss multiplied by the coinsurance percentage shown for it on the **declarations**. Our **part of the loss** is determined using the following steps:

   a. **Multiply** the value of the covered property at the time of the loss by the coinsurance percentage;
   
   b. **Divide** the **limit** for covered property by the figure determined in 4.a. above; and
   
   c. **Multiply** the total amount of loss, after the application of any deductible, by the figure determined in 4.b. above.

The most **we** pay is the amount determined in 4.c. above or the **limit**, whichever is less. **We** do not pay any remaining part of the loss.

If there is more than one **limit** shown on the **declarations** for this Coverage Part, this procedure applies separately to each **limit**.

If there is only one **limit** shown on the **declarations** for this Coverage Part, this procedure applies to the total of all covered property to which the **limit** applies.

**Example -- Underinsurance**

<table>
<thead>
<tr>
<th>Value of covered property</th>
<th>$100,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coinsurance</strong></td>
<td>80%</td>
</tr>
<tr>
<td><strong>Limit</strong></td>
<td>$60,000</td>
</tr>
<tr>
<td><strong>Loss</strong></td>
<td>$21,000</td>
</tr>
<tr>
<td><strong>Deductible</strong></td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Step a.: $100,000 x 80% = $80,000 (minimum **limit** needed to meet coinsurance requirements)

Step b.: $60,000 ÷ $80,000 = .75

Step c.: $21,000 - $1,000 = $20,000
$20,000 x .75 = $15,000

**We** pay no more than $15,000. **We** do not pay the remaining $6,000.

**Example -- Sufficient Insurance**

<table>
<thead>
<tr>
<th>Value of covered property</th>
<th>$100,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coinsurance</strong></td>
<td>80%</td>
</tr>
<tr>
<td><strong>Limit</strong></td>
<td>$80,000</td>
</tr>
<tr>
<td><strong>Loss</strong></td>
<td>$21,000</td>
</tr>
<tr>
<td><strong>Deductible</strong></td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Step a.: $100,000 x 80% = $80,000 (minimum **limit** needed to meet coinsurance requirements)

Step b.: $80,000 ÷ $80,000 = 1.00

Step c.: $21,000 - $1,000 = $20,000
$20,000 x 1.00 = $20,000

**We** pay no more than $20,000 in excess of the deductible. No penalty applies.

**Example -- Blanket Limit**

<table>
<thead>
<tr>
<th>Value of covered property</th>
<th>$200,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building at Location 1.</strong></td>
<td>$75,000</td>
</tr>
<tr>
<td><strong>Building at Location 2.</strong></td>
<td>$75,000</td>
</tr>
<tr>
<td><strong>Personal Property at Location 2.</strong></td>
<td>$50,000</td>
</tr>
</tbody>
</table>

Total Value of covered property $200,000

<table>
<thead>
<tr>
<th><strong>Coinsurance</strong></th>
<th>80%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Limit</strong></td>
<td>$128,000</td>
</tr>
<tr>
<td><strong>Loss</strong></td>
<td>$20,000</td>
</tr>
<tr>
<td><strong>Personal Property at Location 2.</strong></td>
<td>$11,000</td>
</tr>
</tbody>
</table>

Total Loss $31,000

| **Deductible** | $1,000 |

Step a.: $200,000 x 80% = $160,000 (minimum **limit** needed to meet coinsurance requirements)

Step b.: $128,000 ÷ $160,000 = .80

Step c.: $31,000 - $1,000 = $30,000
$30,000 x .80 = $24,000

**We** pay no more than $24,000. **We** do not pay the remaining $7,000.

5. **Insurance Under More Than One Coverage** -- If more than one coverage of this policy insures the same loss, **we** pay no more than the actual claim or loss sustained.

6. **Insurance Under More Than One Policy** -- You may have another policy subject to the same plan, **terms**, conditions, and provisions as this policy. If **you** do, **we** pay our share of the covered loss. **Our** share is the proportion that the applicable **limit** under this policy bears to the **limit** of all policies covering on the same basis.

If there is another policy covering the same loss, other than that described above, **we** pay only for the amount of covered loss in excess of the amount due from that other policy, whether **you** can collect on it or not. But **we** do not pay more than the applicable **limit**.
## LOSS PAYMENT

1. **Our Options -- We** may:

   a. pay the value of the loss;
   
   b. pay the cost of repairing or replacing the loss;
   
   c. rebuild, repair, or replace with property of equivalent kind and quality, to the extent practicable; or
   
   d. take all or any part of the damaged property at the agreed or appraised value.

   *We* must give *you* notice of our intentions within 30 days after we have received a satisfactory proof of loss.

2. **Your Losses -- We** adjust all losses with *you*. Payment is made to *you* unless another loss payee is named in the policy. A covered loss is payable 30 days after a satisfactory proof of loss is received, and:

   a. the amount of the loss has been agreed to in writing;
   
   b. an appraisal award has been filed with *us*; or
   
   c. a final judgment has been entered.

3. **Property of Others --** Losses to property of others may be adjusted with and paid to:

   a. *you* on behalf of the owner; or
   
   b. the owner.

   If *we* pay the owner, *we* do not have to pay *you*. *We* may also choose to defend any suits arising from the owners at *our* expense.

## OTHER CONDITIONS

In addition to the policy terms which are contained in other sections of the Commercial Property Coverage, the following conditions apply.

1. **Appraisal --** If *you* and *we* do not agree on the amount of the loss or the actual cash value of covered property, either party may demand that these amounts be determined by appraisal.

   If either makes a written demand for appraisal, each selects a competent, independent appraiser and notifies the other of the appraiser's identity within 20 days of receipt of the written demand. The two appraisers then select a competent, impartial umpire. If the two appraisers are unable to agree upon an umpire within 15 days, *you* or *we* can ask a judge of a court of record in the state where the property is located to select an umpire.

   The appraisers then determine and state separately the amount of each loss.

   The appraisers also determine the actual cash value of covered property items at the time of the loss, if requested.

   A written agreement is binding on all parties. If the appraisers fail to agree within a reasonable time, they submit only their differences to the umpire. Written agreement so itemized and signed by any two of these three is binding on all parties.

   Each appraiser is paid by the party selecting that appraiser. Other expenses of the appraisal and the compensation of the umpire is paid equally by *you* and *us*.

   If there is an appraisal, *we* retain *our* right to deny the claim.

2. **Mortgage Provisions --** If a mortgagee (mortgage holder) is named in this policy, loss to Building Property shall be paid to the mortgagee and *you* as their interest appears. If more than one mortgagee is named, they shall be paid in order of precedence.

   The insurance for the mortgagee continues in effect even when *your* insurance may be void because of *your* acts, neglect, or failure to comply with the coverage terms. The insurance for the mortgagee does not continue in effect if the mortgagee is aware of changes in ownership or substantial increase in risk and does not notify *us*.

   If *we* cancel this policy, *we* notify the mortgagee at least 10 days before the effective date of cancellation if *we* cancel for *your* nonpayment of premium, or 30 days before the effective date of cancellation if *we* cancel for any other reason.

   *We* may request payment of the premium from the mortgagee, if *you* fail to pay the premium.
If we pay the mortgagee for a loss where your insurance may be void, the mortgagee’s right to collect that portion of the mortgage debt from you then belongs to us. This does not affect the mortgagee’s right to collect the remainder of the mortgage debt from you. As an alternative, we may pay the mortgagee the remaining principal and accrued interest in return for a full assignment of the mortgagee’s interest and any instruments given as security for the mortgage debt.

If we choose not to renew this policy, we give written notice to the mortgagee at least 10 days before the expiration date of this policy.

3. **Recoveries --** If we pay you for the loss and lost or damaged property is recovered, or payment is made by those responsible for the loss, the following provisions apply:
   
a. **You** must notify us promptly if you recover property or receive payment.
   
b. **We** must notify you promptly if we recover property, or receive payment.
   
c. Any recovery expenses incurred by either are reimbursed first.
   
d. **You** may keep the recovered property but you must refund to us the amount of the claim paid, or any lesser amount to which we agree.
   
e. If the claim paid is less than the agreed loss due to a deductible or other limiting term of this policy any recovery is pro rated between you and us based on our respective interest in the loss.

4. **Vacancy -- Unoccupancy --** We do not pay for loss caused by attempted theft, breakage of building glass, sprinkler leakage (unless you have protected the system against freezing), theft, vandalism, or water damage occurring while the building or structure has been:
   
a. vacant for more than 60 consecutive days; or
   
b. unoccupied for more than
      
      1) 60 consecutive days; or
      2) the usual or incidental unoccupancy period for the described premises

      whichever is longer.

The amount we pay for any loss that is not otherwise excluded is reduced by 15%.

Unoccupied means that the customary activities or operations of the described occupancy are suspended, but business personal property has not been removed. The building or structure shall be considered vacant and not unoccupied when the occupants have moved, leaving the building or structure empty or containing only limited business personal property. Buildings or structures under construction are not considered vacant or unoccupied.