

NEW JERSEY DEPARTMENT OF BANKING AND INSURANCE
INSTRUCTIONS FOR COMPLETION OF DATA CALL
AFFORDABLE HOUSING & INSURANCE
Issued July 8, 2024

DUE DATE: August 22, 2024

As per [Bulletin No. 24-10](#) and [Order No. 24-06](#), this survey requests data regarding insurance premiums and availability of insurance coverage for affordable housing developments in New Jersey.

REPORT FILE:

The accompanying Microsoft Excel spreadsheet file titled “AHI_SurveyForm_2024.xlsx” contains cells for entering your responses to this survey dated July 8, 2024. Please enter data in the relevant fields. The file is pre-formatted; entries may only be made in the “blue” areas.

DO NOT:

- change the position or content of any cells or insert any rows/columns
- disable the protected feature
- change any of the formulas
- copy the contents to another file

The original file must be completed and returned with your response. When saving and submitting the report file, save it with the original name and add the five-digit NAIC number of the company (e.g., “AHI_SurveyForm_12345.xlsx”).

Please note the following:

- Data are to be entered only in “blue” cells.
- Some cells (green) contain a drop-down selection “Yes/No” option, which appears in the lower right-hand corner of the cell when you click on the relevant cell.
- Where a question requires a lengthy response in a separate document, please use the attached Word Document Template provided for this purpose (“Separate Response Form_AHI.docx”) and include all such responses in a single document. The file names of any sample documents provided should include the company’s identifying information.

AFFIRMATION: The attached Microsoft Word document titled “Affirmation_AHI.docx” must be completed by an officer of the company, attesting to the accuracy of the information contained in this report. This form (signed and converted to PDF format) must be submitted with the report file for each reporting company.

REPORT SUBMISSION:

As stated in the cover letter, completed responses in the report file, supplementary documents (if any), and the affirmation form must be submitted to the Department by email, at the applicable address(es) indicated in the Bulletin and Order, for the relevant line of insurance.

The subject line of the email containing the submissions should contain the Company / Group name (abbreviation is acceptable), NAIC code, and “Affordable Housing Survey 2024”.

The Department does not presently require a printed copy of any part of this report.