

COMMON POLICY CONDITIONS

1. **Assignment** -- This policy is void if it is assigned without **our** written consent.
2. **Cancellation and Nonrenewal** -- **You** may cancel this policy by returning it to **us** or by giving **us** a written notice and stating when coverage is to cease.
3. **Change, Modification or Waiver of Policy Terms** -- A change or waiver of **terms** of this policy must be issued by **us** in writing to be valid.
4. **Inspections** -- **We** have the right, but are not obligated, to inspect **your** property and operations. This inspection may be made by **us** or may be made on **our** behalf. An inspection or its resulting advice or report does not warrant that **your** property or operations are safe, healthful or in compliance with laws, rules or regulations. Inspections or reports are for **our** benefit only.

We may cancel this policy by mailing or delivering to **you** written notice of cancellation at least 5 days before the effective date of cancellation.

We will mail or deliver **our** notice to **your** last mailing address known to **us**.

The notice will include the specific reason or reasons for cancellation, and will state the time that the cancellation is to take effect. Proof of mailing will be sufficient proof of notice.

Your return premium, if any, will be calculated on a pro rata basis. It will be refunded to **you** with the cancellation notice or within a reasonable time. Payment or tender of the unearned premium is not a condition of cancellation. The cancellation will be effective even if **we** have not made or offered a refund.

This condition applies not only to **us**, but also to any rating, advisory, rate service or similar organization which makes insurance inspections, surveys, reports or recommendations on **our** behalf.

5. **Examination of Books and Records** -- **We** may examine and audit **your** books and records that relate to this policy during the policy period and within three years after the policy has expired.
6. **Waiver of Small Premiums** -- When this policy is endorsed subsequent to the effective date, any additional or return premiums of \$15.00 or less, may be waived by the Virginia Property Insurance Association. However, if the insured requests a refund, the Virginia Property Insurance Association will honor such request.