

CCRC RESERVATION CONTRACT WORKSHEET

Facility Name _____ Florida Company Code _____

Contract Title _____

Contract "Unique Identifier" _____

The Florida Office of Insurance Regulation (Office) developed the following worksheet to assist CCRCs in drafting and submitting forms for review by the Office. The Office encourages, but does not require, the CCRC to download, complete, scan, and upload this form as part of the form filing as it will expedite the review process. However, the Office offers this worksheet as guidance only and it should not be considered a directive by the Office.

1. Contract must be written in plain language customarily used and understood. (Rule 69O-193.020)

Contract complies? Yes No

2. Contract must be identified by a "unique identifier" on the first page. (PCOA/COA Application Instructions)

Contract complies? Yes No

3. The provider shall secure a signed, dated statement from each party to the contract certifying that a copy of the contract was received. (§651.055(4))

Contract complies? Yes No Location _____

4. The provider must collect a minimum deposit of 10% of the then-current entrance for said unit. (§651.023(4)(b)) **This provision does not apply after the facility has received its Certificate of Authority.**

Contract complies? Yes No Location _____

5. The provider must assess a forfeiture penalty of 2% of the entrance fee due to termination of the reservation contract after 30 days for any reason other than the death or serious illness of the resident, the failure of the provider to meet its obligations under the reservation contract, or other circumstances beyond the control of the resident that equitably entitle the resident to a refund of the resident's deposit. (§651.023(4)(b)) **This provision does not apply after the facility has received its Certificate of Authority.**

Contract complies? Yes No Location _____

6. Contract must state the cancellation policy. (§651.023(4)(b))

Contract complies? Yes No Location _____

7. Contract states the terms and conditions under which any or all of the deposit will be refunded to the resident. (§651.023(4)(b))

Contract complies? Yes No Location _____

8. The contract must state the terms of the continuing care or continuing care at-home contract to be entered into. (§651.023(4)(b))

Contract complies? Yes No Location _____