

REQUEST FOR CERTIFICATE OF

- **ADDITIONAL INSURED**
Evidence of liability coverage provided to entities when you are using their facilities.
- **EVIDENCE of PROPERTY INSURANCE**
Evidence of property and liability coverage when leasing office equipment, vehicles, etc.

All requests for certificates of insurance for policy period July 1, 2015 through June 30, 2016 should be made **approximately ten days** prior to the date of the agreement or the date of the activity. By providing ample notification to process the certificate request, we can be nearly assured that the certificate will be produced and forwarded to the certificate holder in a timely manner.

Once the certificate is fully completed, please forward the request form and any related documents via email to afolckemer@msmaweb.com, or by fax 626-2968.

Should you have any question, please call 800-660-8484