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HarperPropertyManagement.com



**D'ANN HARPER,  
REALTORS®**

Each Office is Independently Owned And Operated.

Insurance Company

Owner's Name

Insurance Policy Number

Mailing Address

Property Address

City

Agent

Mortgage Company

Phone

Loan Number

Fax

This is to inform you that Coldwell Banker D'Ann Harper Realtors® Property Management will be leasing and managing the above referenced property. The property will be used as a tenant dwelling. As the owner's agent, Coldwell Banker has an insurable interest in the property, and therefore requests to be added as the "additional insured." The following excerpt is from the management agreement between the owner and Coldwell Banker, authorizing the insurance requirement.

**10. INSURANCE:**

- A. At all times during this agreement, Owner must maintain in effect:
  - (1) a public liability insurance policy that names Broker as a co-insured or additional insured and covers losses related to the Property in an amount of not less than \$ 100,000.00 on an occurrence basis; and
  - (2) an insurance policy for the Property in an amount equal to the reasonable replacement cost of the Property's improvements and that contains endorsements which contemplate the leasing of the Property with vacancies between lease terms.
- B. Not later than the 15th day after the Commencement Date, Owner must deliver to Broker copies of certificates of insurance evidencing the coverage required under Paragraph 10A. If the coverage changes at any time during this agreement, Owner must deliver to Broker a copy of the insurance certificate evidencing the change not later than 10 days after the change.

Please send a copy of the above-mentioned policy and any correspondence to the address listed below.

Owner

Date

CBDHR Agent

Date

Date mailed to insurance agency