

SAMPLE INSURANCE REQUIREMENT LETTER TO BE SENT ON YOUR LETTERHEAD TO ALL RENTAL AND LEASING CUSTOMERS. MUST BE KEPT ON FILE WHEN RECEIVED BACK.

Dear Client:

All customers renting/leasing from (Name of your Dealership) should be aware that our rental/leasing contract indicates that you, as rentee/leasee, are fully responsible for all liability and physical damage insurance coverage for the rented/leased equipment. Your insurance policy is to be the primary coverage while the equipment is on rental/lease and in your care, custody and control.

When you advise your insurance company of a rental, please ask your Agent to issue a **Certificate of Liability** showing (Your Dealership Name) as **ADDITIONAL INSURED** under your General Liability policy coverage, with limits **NO LESS THAN:**

- \$1,000,000 per Occurrence
- \$2,000,000 Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- 30-Day Notice of Cancellation, 10-day when for non-payment of premium.

In addition, please have your Agent issue an **Evidence of Property** certificate of insurance listing (Your Dealership Name) as **LOSS PAYEE** under the contractors equipment/inland marine – Property of Others coverage for the full value of the equipment against all physical damage, INCLUDING THEFT.

Please be advised that insurance information will be required **BEFORE** rental equipment can be released. You must furnish us with the certificates of insurance listed above, or one of the following:

1. Name of your Insurance Agent with phone number and email address so that we can contact them directly for the certificates of insurance; or
2. A copy of your current policy showing Blanket Additional Insured when required by contract or agreement AND copy of policy showing blanket physical damage coverage to all rented/leased equipment.

NOTE: We highly suggest that you contact your Insurance Agent to release your coverage when the rental/leased equipment has been returned. Also, please forward a copy of your renewal policies and/or renewal certificates within thirty (30) days of expiring policy, if rental will occur over the renewal date.

Please let us know if you have any questions.

Sincerely,

(Name of Rental Manager/Supervisor)
Rental Manager