

ADDITIONAL INSURED REQUEST

- NAMED INSURED _____ POLICY NUMBER: _____

- EFFECTIVE DATE OF REQUEST: _____

- NAME & ADDRESS OF ADDITIONAL INSURED: _____

- RELATIONSHIP / INTEREST TO THE NAMED INSURED: _____

- DESCRIPTION OF WORK BEING PERFORMED FOR ADDITIONAL INSURED: _____

- SPECIFIC JOB LOCATION: _____

- CONTRACT COST: _____

- IS THERE A WRITTEN CONTRACT BETWEEN THE NAMED INSURED AND THE ADDITIONAL INSURED? YES NO
- IS A WAIVER OF SUBROGATION REQUIRED? YES NO

- COPY ATTACHED YES NO
- CONTRACT NUMBER: _____

- DOES THE ADDITIONAL INSURED MAINTAIN PRIMARY INSURANCE TO COVER EXPOSURES AT THE JOB LOCATION? YES NO

BLANKET ADDITIONAL INSURED REVIEW

We can add Blanket AI's as follows:

**A flat charge of \$250 for regular Blanket AI without Primary
& Non-Contributory**

or

**We can add Blanket AI with Primary & Non-Contributory for
a flat charge of \$500**

**We must have a certificate and supplemental for each of the
AI's to be added within 30 days of the inception of the contract
or agreement for review – when you send in the certificate tell
us what the relationship is with our insured and why they need
to be added.**

**We will not actually endorse the policy – we will just keep the
info in our file.**

**Special note – we cannot alter the wording on the Acord form
Certificates.**