

Foursquare Insurance Program

Certificate for Evidence of Property Insurance Request Form - Buildings or Leased Equipment

Please type or print in black ink. Fill in all the information, as requested. Attach a copy of any correspondence from the party requesting the certificate.

Foursquare Insurance Department approval is required for locations that are rented, leased, or purchased, as well as contents valued at \$25,000 or more, that are not listed on the church's insurance property schedule.

The preferred method of issuing the certificate by the broker is by email. Please provide the information for both the organization and the requesting party. If that information is not available then it will either be faxed or mailed.

- NOTE: 1) All certificate requests are required to be submitted 72 hours prior to deadline.
2) If all the necessary information has not been provided, your request will be returned to you for further completion.

Organization Information:

Organization Legal Name: _____ Org. ID: _____

Contact: _____ Contact Phone No.: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Fax No. : _____ E-Mail Address: _____

Requesting Party:

Company: _____

Contact: _____ Contact Phone No.: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Fax No. : _____ E-Mail Address: _____

Purpose of Certificate: Please check one box only: Loss Payee Mortgagee

Loan/Lease Number: _____ Property Value: _____

Property Address: _____

Description of leased equipment: _____

Serial Number: _____ Proof of General Liability Coverage: Yes No

The equipment is for a special event: Yes No Dates of the event: _____

Additional Information: _____

Fax to: (213) 989-4531

For Questions, please call: (888) 635-4234, ext. 4400

For Office Use Only:

Accepted Denied

Reviewed by: _____

Account Status:

Great Plains: _____

Workers' Compensation Audit Forms: _____

Location is on Property Schedule, if applicable

Other: _____