

Coldwell Banker Pioneer Real Estate

RE: INSURANCE REQUIREMENTS

PLEASE FORWARD THESE INSURANCE REQUIREMENT INSTRUCTIONS DIRECTLY TO YOUR INSURANCE COMPANY. THANK YOU

If you cover “ALL OPERATIONS”, you will not have to submit a new insurance certificate for every job; we will only request that you submit a new certificate when your coverage expires.

Please find enclosed a sample certificate and General Liability “Additional Insured” endorsement to be completed by your insurance agent and sent to our office along with your Executed Subcontractor Agreement.

As respects to your General Liability limits, a **\$1,000,000** Occurrence limit with a **\$2,000,000** General Aggregate is Mandatory. We require that you use an “A” rated insurance carrier.

If your General Liability cannot be endorsed to reflect a **\$2,000,000** General Aggregate, a **\$1,000,000** Umbrella Policy will be required in addition to the General Liability Policy.

Please make sure the Certificate Holder Reads: “**Pioneer Real Estate, Inc., Pioneer Real Estate Property Management DBA: Coldwell Bankers**”, anything else will not be accepted.

The Certificate must show Automobile Coverage of **\$1,000,000** combined single limit. It is requested that “Any Auto” box be checked.

An Additional Insured endorsement must be attached **NO CERTIFICATES WILL BE ACCEPTED WITHOUT IT.** We require that the Additional Insured endorsement includes **COMPLETED OPERATIONS WORDING** and name **(must be listed on the endorsement) “Pioneer Real Estate, Inc., Pioneer Real Estate Property Management DBA: Coldwell Bankers” ACTUAL NAMES MUST BE ON ENDORSEMENT** as Additional Insured.

Be sure that all certificates include a *30 Day Notice of Cancellation, anything less will not be accepted.

We look forward to receiving your completed insurance documents at the earliest opportunity. **Failure to submit proper Insurance Certificates will effect the promptness of payments.**

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