



SUBCONTRACTOR INSURANCE CHECKLIST

SUBCONTRACTOR: _____

PROJECT NAME: _____

PROJECT MANAGER: _____

<u>GENERAL LIABILITY</u>	<u>PRIMARY AMOUNT</u>	<u>EXCESS/ UMBRELLA</u>	<u>MUST EQUAL</u>	<u>ALL CHECKED ITEMS REQUIRED</u>
EACH OCCURRENCE	_____	+	= \$2,000,000	<input type="checkbox"/>
PRODUCTS/COMPLETED OPERATIONS AGGREGATE	_____	+	= \$2,000,000	<input type="checkbox"/>
PERSONAL/ADVERTISING INJURY	_____	+	= \$1,000,000	<input type="checkbox"/>
EACH OCCURRENCE	_____	+	= \$1,000,000	<input type="checkbox"/>
BOXES CHECKED FOR OCCURRENCE FORM, PER PROJECT AGGREGATE & WA STOP GAP				
POLLUTION LIABILITY			\$1,000,000	<input type="checkbox"/>
PROFESSIONAL LIABILITY (ERRORS & OMISSIONS)			\$1,000,000	<input type="checkbox"/>

NOTE: ANY GENERAL LIABILITY POLICY THAT INCLUDES A RESIDENTIAL, CONDO, MULTI-FAMILY OR APARTMENT EXCLUSION MUST BE DECLARED ON THE CERTIFICATE AND YOU MUST PROVIDE A COPY OF THE EXCLUSION ENDORSEMENT.

AUTOMOBILE LIABILITY

AUTOMOBILE LIABILITY COVERAGE - COMBINED SINGLE LIMIT \$1,000,000

AUTOMOBILE LIABILITY MUST INCLUDE **ANY AUTO** OR **ALL THREE** OF THE FOLLOWING:
 SCHEDULED, HIRED AND NON-OWNED AUTOS

DESCRIPTION OF OPERATIONS

USE THE FOLLOWING (OR SIMILAR) VERBIAGE IN THE DESCRIPTION OF OPERATIONS SECTION:
 "RE: PROJECT #_____ CERTIFICATE HOLDER AND PROJECT OWNER (BY NAME) ARE ADDED AS ADDITIONAL INSUREDS FOR GENERAL LIABILITY AND EXCESS LIABILITY, PER ENDORSEMENT #_____ ATTACHED. THIS INSURANCE IS PRIMARY AND NON-CONTRIBUTORY PER THE ATTACHED ENDORSEMENT. WAIVER OF SUBROGATION INCLUDED, AS ATTACHED."

CANCELLATION SECTION

MUST PROVIDE AT LEAST 30 DAY NOTICE OF CANCELLATION (10 DAYS FOR NON-PAYMENT)
 NOTICE OF TERMINATION/CANCELLATION – CROSS OUT "ENDEAVOR TO" AND "BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS, OR REPRESENTATIVES"
 CERTIFICATE MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURANCE AGENCY

ENDORSEMENTS

ATTACH ENDORSEMENT NAMING CERTIFICATE HOLDER AND OWNER ON A PRIMARY & NON-CONTRIBUTORY BASIS
 ATTACH THE ADDITIONAL INSURED ENDORSEMENT FORM EVIDENCING THAT **CERTIFICATE HOLDER AND PROJECT OWNER** ARE NAMED AS ADDITIONAL INSUREDS AS RESPECTS GENERAL LIABILITY COVERAGE AND PROVIDES A/I STATUS FOR BOTH "YOUR WORK" AND "YOUR OPERATIONS"
 ENDORSEMENTS MUST INCLUDE THE SAME POLICY NUMBER AS APPEARS ON THE INSURANCE CERTIFICATE

OTHER CERTIFICATE PROVISIONS

RENEWAL CERTIFICATES MUST BE PROVIDED PRIOR TO EXPIRATION, FOR THE TERM REQUIRED BY CONTRACT
 IF EXCESS/UMBRELLA LIABILITY IS USED, OCCURRENCE BOX MUST BE CHECKED (CLAIMS MADE NOT ACCEPTABLE)
 GENERAL LIABILITY OR AUTOMOBILE LIABILITY DEDUCTIBLES GREATER THAN \$2,500 MUST BE DECLARED

CERTIFICATE HOLDER INFORMATION:

NAME: _____

MAILING ADDRESS: _____