

Request for Property and/or Liability Certificate

Completing the Form

- Providing all requested information ensures a timely receipt of the Certificate of Insurance.
- Always include a copy of the agreement/contract (preferably unsigned) when additional insured status is required.
- Agreements and contracts will be reviewed for any unfavorable language and also verify the diocesan insurance program meets the types of coverage and limits of insurance required by contract. Allow 5-10 days for contract review.
- Submit request to address on form and attention to Kris Westlake.

DIOCESE OF DAVENPORT

REQUEST FOR PROPERTY AND/OR LIABILITY CERTIFICATE

DATE: _____

PARISH/LOCATION NAME: _____

COMPLETE ADDRESS: _____

IF A RENEWAL CERT, PLEASE GIVE FORM # FROM BOTTOM LEFT HAND CORNER: _____

DATE(S) OF EVENT: _____

EVENT: _____

WHO IS REQUESTING CERTIFICATE?: _____

IS THERE AN AGREEMENT OR CONTRACT (IF YES, PLEASE ATTACH) _____

DO THEY NEED TO BE NAMED ADDITIONAL PROTECTED PERSON(S)?: _____ YES - CONTRACT ATTACHED

_____ NO - VERIFICATION ONLY

SPECIAL INSTRUCTIONS: _____

MAILING INSTRUCTIONS: _____

FAX/E-MAIL INFORMATION, IF APPLICABLE: _____

PROPERTY CERTIFICATE: (PLEASE ATTACH LEASE AGREEMENT)

LOSS PAYEE/MORTGAGEE NAME: _____

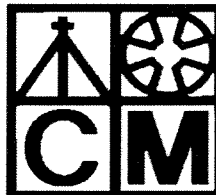
ADDRESS: _____

DESCRIPTION OF PROPERTY: _____

PROPERTY VALUE: _____

LEASE TERM: _____

FOR INTERNAL USE ONLY: _____



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