

**“Everything you Wanted to Know About Certificates of
Insurance and Other Ways to Verify Insurance Coverage -
But Were Afraid to, or Didn’t Know How to Ask”**

Landlord Tenant Committee
of
Florida Bar

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I OVERVIEW OF THE NATURE AND USE OF CERTIFICATES OF INSURANCE

A What is a Certificate of Insurance?

A document issued as proof of insurance coverage to a third party and signed by an insurance agent, broker or insurance company. This confirms the types and limits of insurance carried by an insured. Coverage is verified as of the date the certificate is issued.

B. Why Are Certificates of Insurance Used?

1. Need for a quick and concise way to verify that required insurance coverages are in place to support various business transactions.
2. Verifying coverages by reading actual insurance policies would be much more burdensome:
 - a. Tremendous time required
 - b. Lack of understanding and knowledge of policy terms and conditions by many readers
 - c. Most importantly – the actual insurance policies often are not available until months after the policies are renewed
 - d. Need for immediate verification of renewal coverage

C. What are Standard ACORD Certificates and What do They Represent?

1. ACORD 23 – Automobile Certificate of Insurance (*See Exhibit 1*)
2. ACORD 24 – Certificate of Property Insurance (*See Exhibit 2*)
3. ACORD 25 – Certificate of Liability Insurance (*See Exhibit 3*)
4. ACORD 27 – Evidence of Property Insurance (*See Exhibit 4*)
5. ACORD 28 – Evidence of Commercial Property Insurance (*See Exhibit 5*)

D. What do Certificates of Insurance Confirm?

1. Proof of Coverage to you or your client from a vendor, contractor, landlord, or entity with permitted use of your property such as when they are:
 - a. A vendor or other firm providing goods or services to you
 - b. A contractor performing work on your property or for you
 - c. A tenant occupying your property
 - d. Any other firm or individual doing other work on your behalf

2. Proof of Coverage from you or your client to an outside party such as:
 - a. To a Lender or other creditor providing financing to you,
 - b. To a Lessor or Owner related to your lease of premises or equipment,
 - c. To a Government Agency of other party.

E. How do Certificates of Insurance Differ From Insurance Binders?

1. An insurance binder is issued at the time an insurance policy renews as temporary proof of the coverages provided. It is typically only issued for a 30 to 60 day period and must be extended monthly until the actual insurance policy is issued.
2. Binders are typically issued directly to the Named Insured for each policy and are not intended to cover or represent insurance to other parties.
3. Binders can be relied upon as actual proof of coverage provided to the Named Insured they are issued to until the insurance policy is issued.
4. In contrast, certificates of insurance are issued once a year and intended to provide verification of insurance to additional insureds and other parties.

F. Why are Certificates of Insurance so Important?

1. As independent verification that the outside party is in compliance with the insurance provisions of various contracts and agreements and that the additional insured's or certificate holder's interests are properly protected.
2. Provides assurance that the Named Insured has insurance to cover losses or damages it may be legally obligated to pay.
3. Extends insurance protection to cover claims and legal defense costs to another party when that other party is contractually required to be protected as an additional insured.

G. Limitations in Certificates of Insurance

1. They are generally informational only.
2. They are not contracts extending insurance coverages.
3. They only document the insurance coverages, limits and terms provided in the insurance policies listed when they were first issued.
4. The actual limits of insurance available may be reduced by the payment or occurrence of claims.

5. They don't provide full details on many of the policy terms, conditions and exclusions which may limit coverage.

H. What is the Difference in Coverage Provided Between Various Entities That May be Covered on a Certificate of Insurance and Corresponding Insurance Policies?

1. "Certificate Holder" – Is the entity shown on the certificate to whom information concerning the coverages listed on the certificate of insurance is provided. No coverage or other rights are extended to the certificate holder on any of the policies shown other than the requirement to "endeavor to mail" notice of cancellation to the Certificate Holder.
2. "Named Insured" – Is the individual or entity shown on the Declarations page of an insurance policy and any other person or organizations qualifying as a Named Insured under the insurance policy – generally, the policyholder. The Named Insured is the individual or entity with whom the insurance contract was made – and has the most rights and responsibilities under the policy. The Named Insured normally applies for coverage, pays the policy premiums, files claims and receives direct protection under the policy.
3. "Insured" – Is any person or organization qualifying for coverage under "Who is an Insured" under the insurance policy such as – management officers, trustees, employees, or volunteers while acting in the course and scope of their responsibilities.
4. "Additional Insured" – Amends the "Who is an Insured" to add another person or organization. This is added by endorsement either for a specific entity or on a blanket basis. An Additional Insured will only have the extent of coverage offered to other Insureds or as defined by the endorsement. Coverage as an Additional Insured is limited to the activities of the Named Insured as agreed to by contract or agreement related to the Named Insured's operations.
5. "Mortgagee" – Is a specific entity whose interest is covered on a property insurance policy issued to the Named Insured. The mortgagee typically has specific rights including:
 - a. The right to receive direct notice from the insurance company prior to cancellation of the policy for non-payment of premium by the Named Insured,
 - b. The right to pay any overdue premium and have the policy reinstated to protect its interests,
 - c. The right to receive property insurance proceeds directly, and
 - d. Protection against any act(s) by the Named Insured that could void coverage – such as deliberately causing a loss or violating a policy requirement (such as maintaining sprinklers) – so that property insurance coverage will still be provided to the "innocent" mortgagee.

6. " Loss Payee" - is an entity who will be included on any check payable for a covered property loss under the policy. A Loss Payee is typically issued for leased equipment or other insured personal property.

II OVERVIEW OF THE ACORD 25 FORM - CERTIFICATE OF LIABILITY INSURANCE *(See Exhibit 3)*

A. What Information is Presented?

1. Lists the Named Insureds, the insurer(s), and policy numbers involved
2. Verifies that all coverages are provided by a recognized and financially secure company assuming the insurers have a satisfactory A.M. Best's or other financial rating
3. Confirms the types of coverage, limits of coverage, deductibles and policy dates
4. Verifies that an outside entity is covered as a certificate holder – such as a lender, owner, lessor, etc.
5. References the building address, contract or loan number involved
6. Confirms the notice of cancellation that will be provided in the event the corresponding insurance policy(ies) are cancelled
 - a. 30 vs. 10 days
 - b. “will mail” vs. “endeavor to mail”
 - c. Notice may also be required prior to non-renewal of a policy or imposition of a material change in an insurance policy term or condition if added to the certificate.

B. What Are the Important Restrictions and Limitations in the Information Presented?

1. The standard Certificate is subject to the following critical limiting language:
“THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY.”
2. The following standard limiting wording also is included within the “Coverages” section of the certificate:
“THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.”

3. Three additional limitations also apply as stated on the 2nd page of the ACORD 25 Certificate of Liability Insurance:

IMPORTANT

- a. If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).
- b. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

- c. The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

C. What Are Examples of the Coverage Limitations That May Not be Clearly Identified in the ACORD 25 Form?

- 1. Is coverage provided for potential construction defects / completed operations losses
 - a. Both during construction and
 - b. After construction is completed?
- 2. Is Products Liability Protection provided in addition to coverage for premises – slip and trip claims?
- 3. Is coverage provided for all construction related operations?
- 4. Does the insurance cover the additional insured for all operations of the Named Insured – including incidental exposures away from the premises – such as parking and other common areas, deliveries, etc.?
- 5. Are dedicated limits of insurance coverage provided for this specific job or building location, i.e. is there a “per job” or “per location” general aggregate limit of insurance?
- 6. Is the Workers’ Compensation Coverage, if applicable, actually provided in each state or states in which the corresponding operations will be conducted?
- 7. Are there any unusual exclusions in the general liability coverage – such as the exclusion of any employee related claims?

III OVERVIEW OF THE ACORD 28 FORM - EVIDENCE OF COMMERCIAL PROPERTY INSURANCE *(See Exhibit 5)*

A. What Coverage Information is Provided?

1. Description of the property, address and limits of coverage
2. Scope of insured perils, i.e. “all risk” vs. fire and extended coverage only
3. Basis of valuation – i.e. replacement cost vs. actual cash value
4. Agreed amount coverage vs. coverage subject to a coinsurance penalty

B. How is the Documentation of Coverage Limited?

1. Lack of ability to directly rely on the certificate
2. Impact of the payment of claims may reduce the coverage still available
3. Limited requirements for notice and cancellation

C. What Coverage Limitations May Exist Under the Property Insurance Coverages Documented in the ACORD 28 Form?

1. Are the limits of property coverage adequate to cover full replacement costs vs. only the depreciated actual cash values?
2. Is coverage written on a blanket basis with specific limits for each building separately?
3. Is coverage provided on an agreed amount basis or subject to a potential coinsurance penalty?
4. Is coverage written on an “all risk” perils including flood, earthquake, water damage, collapse and other areas of risk vs. only fire and extended coverage perils?
5. Is coverage provided to adequately cover building code upgrades and demolition and debris removal costs?
6. Is coverage provided for business income/loss of rents, extra expense and related extended period of indemnity exposures?
7. Is coverage provided for potential contingent business income exposures?

IV DOCUMENTING THE SPECIFIC INSURANCE COVERAGES NEEDED:

A. Regardless of the Coverages Shown on a Certificate of Insurance– the Named Insured’s Obligations Reflect Its Contractual Agreements With the Additional Insured or Other Parties

1. These obligations still apply - regardless of whether the required insurance is maintained.
2. These obligations also apply regardless of whether an insurance company will cover the additional insured for a specific loss.
3. The insurance company will only add another entity as an additional insured when required by written contract with a Named Insured. In the absence of such an agreement, coverage for an additional insured may not be valid even if shown on a certificate.

B. Often the Contract May Require the Named Insured to Cover the Additional Insured for Any Liability Arising Out of the Named Insured’s Operations or Activities, Sometimes Even Covering the Additional Insured’s Sole Negligence.

1. In contrast, insurance almost universally will only cover the additional insured for loss caused “in whole or in part” by the Named Insured’s operations or negligence. Accordingly, there is no coverage for obligations picked up under any Broad Form Hold Harmless Agreement whether enforceable under state law or not.
2. Regardless of any contractual agreement - the coverage extended to the additional insured will only be as broad as coverage provided to the Named Insured. In all cases, the coverage provided will be limited by insurance policy terms and conditions, exclusions that apply and any remaining limits of coverage available.

C. How Can You Verify That All Needed Insurance Coverages Are Actually in Place While Utilizing Standard Certificates of Insurance?

1. By amending the certificates to provide an affirmative statement of the coverages provided.
2. By attaching a detailed listing of the specific detailed coverages provided – i.e. coverage specifications for property or liability insurance signed by a licensed agent.
3. By obtaining endorsements as required to confirm the coverages are extended as needed in the actual insurance policies such as:
 - a. Additional insured endorsement
 - b. Waiver of subrogation endorsement

D. What Are the Various Additional Insured Endorsements That Can be Utilized to Confirm Coverage?

1. Related to construction operations
 - a. CG 20 10 11 85 - the old version (*See Exhibit 6*)
 - b. CG 10 07 -04 – for ongoing operations – specific basis (*See Exhibit 7*)
 - c. CG 20 33 07 04 – for ongoing operations – blanket basis (*See Exhibit 8*)
 - d. CG 20 37 07 04 – for completed operations - specific basis (*See Exhibit 9*)
2. Additional insureds related to other exposures
 - a. Manager or Lessor of premises – CG 20 11 01 96 (*See Exhibit 10*)
 - b. Mortgagee, Assignee or Receiver – CG 20 18 11 85 (*See Exhibit 11*)
 - c. State or Political Subdivision – CG 20 12 07 98 (*See Exhibit 12*)
 - d. Engineers, Architects or Surveyors – CG 20 32 97 04 (*See Exhibit 13*)
 - e. Lessor of equipment – CG 20 34 07 04 (*See Exhibit 14*)
 - f. Other designated person or organization – CG 20 26 07 04 (*See Exhibit 15*)

E. Related to Property Insurance

1. The option to use a blanket mortgagee endorsement vs. a specific endorsement for each lender
2. Standard Mortgage Clause – ISO (*See Exhibit 16*)
3. Mortgage endorsement – used by Travelers Insurance (*See Exhibit 17*)
4. Lender's Loss Payable endorsement – CP 12 18 06 95 (*See Exhibit 18*)

F. Do All Insurers Use the ACORD Forms and ISO Endorsements?

1. No. Many insurers such as Liberty Mutual use their own forms of Certificates of Insurance and Endorsements.
2. Any non-standard forms must be carefully reviewed to confirm the specific coverages that are provided.
3. Particular attention should be paid to any limitations in the additional insured endorsements used.

G. What Other Ways Can be Used to Verify Coverage?

1. Getting a copy of the insurance binders for newly issued policies
2. Getting a copy of the actual insurance policies
 - a. Standard copy vs. “certified” copy of each policy

3. Getting a confirming letter or statement from the insurance company or agent
4. In all cases the specific interest of the additional insured must be confirmed.

H. Handling Suspicious Certificates

1. Verifying the insurance agent or broker has the authority to issue the certificates and to also bind the insurer on coverage extended to the additional insured
2. Understanding the authority of a broker vs. an agent
3. Obtaining direct verification from an insurer that
 - a. Coverage exists as confirmed on a certificate, and
 - b. The coverage has been added for the additional insured

I. Can General Liability Insurance Coverage be Provided to a Third Party in the Absence of an Additional Insured Endorsement?

1. Yes . Coverage can be provided by the contractual liability coverage contained in a commercial general liability policy - but not on a direct basis to the additional insured.
2. What limitations must be met?
 - a. There must be a written contract that requires indemnification
 - b. The contract must also state that legal defense costs are to also be covered, and
 - c. The indemnitee must use the same defense firm as the Named Insured and cooperate in the defense of a claim.

J. What Additional Extensions of Coverage Should be Added to Certificates of Insurance to Better Protect the Certificate Holder and/or Additional Insured?

1. Proper listing of all entities and/or individuals who need to be covered
2. Proper description of contract or loan numbers, legal description of premises, services or building location.
3. Broad definition of covered exposures
4. All insurance companies must be shown with current policy numbers and current, in force, coverage periods.
5. Requirement to receive 30 days advance written notice before cancellation, non-renewal, or any material adverse change to the specified insurance coverages and limits. The "endeavor to mail" language should be deleted.

6. Include a waiver of subrogation in favor of the additional insured, where allowed by law.
7. State that no act, error or omission of any Named Insured shall in any way effect or reduce the coverage provide to the additional insured.
8. Provide that the insurance coverage provided to the additional insured should apply on a primary (primary source of recovery), non-contributory basis so that the additional insured's policy won't contribute to defense or indemnification until after the Named Insured's policy limits have applied.
9. Confirm that all insurance coverages are provided by a major insurance company with an A.M. Best Rating of at least A-IX or greater. *(See Exhibit 19)*

V WHAT OTHER TYPES OF INSURANCE COVERAGE SHOULD AN ADDITIONAL INSURED OR OTHER PARTY LOOK TO VERIFY?

A. Potential Exposures to Loss May Exist Which Can Impact an Additional Insured Beyond Property, General Liability , Automobile Liability, Umbrella Liability, and Workers' Compensation Insurance Coverages.

1. Errors and Omissions/Professional Liability
2. Crime Insurance including third party or client's fidelity
3. Directors and Officers Liability
4. Garage Liability and Garage Keepers' Legal Liability
5. Environmental Liability Coverage

C. What Sources Can be Used to Confirm That These Additional Policies are in Place?

1. A Certificate of Liability Insurance – ACORD 25 Form
2. A copy of the Declarations page of each policy
3. A certified copy of each policy
4. A copy of an insurance binder, if the policies were recently written or renewed

VI ARE CERTIFICATES OF INSURANCE “ENFORCEABLE” AND TO WHAT EXTENT CAN THE CERTIFICATE HOLDER RELY ON THE CERTIFICATE FOR COVERAGE?

A. Sampling of Relevant Court Cases:

1. *United States Pipe and Foundry Co. v. USF&G*, 505 F. 2^d 88 (5th Cir. 1974)
2. *Penske Truck Leasing Co., L.P., v. Home Insurance Co.*, 674 N.Y.S.2d 400 (1998)
3. *Perkin Insurance Co. v. American Country Insurance Co.*, 572 N.E. 2d 1112 (ILL. App. 1991)
4. *Criterion Leasing Group v. Gulf Plastering & Drywall*, 582 So. 2d 799 (1991)
5. *Domenric v. Union Oil of California*, 606 N. E. 2d 230 (ILL App.1992)

B. Other Legal Issues and Practice Points to Consider

1. The courts will not amend the stated limitations in the Certificates of Insurance.
2. Additional insured status must be confirmed by amending the certificates and getting specific endorsements to the policies in question.
3. Related business agreements must clearly state the other party’s obligations and the insurance coverages to be provided.
4. The specific policy terms and conditions required must be carefully verified.

VII HOW CAN YOU SET UP A CERTIFICATE OF INSURANCE COMPLIANCE PROGRAM TO TRACK AND VERIFY INSURANCE COVERAGE FROM VARIOUS OTHER PARTIES?

- A. Set up a specific contact person to receive and track certificates and to receive notice of any changes in the coverages.
- B. Establish a renewal diary system since Certificates of Insurance only confirm insurance coverage through the expiration of the insurance policy term shown on the certificates obtained.
- C. Obtain renewal Certificates of Insurance if the work or services to be provided by the outside party extend beyond the expiration date of the current insurance policies. Renewal certificates must be obtained BEFORE any policy expires.
- D. Pre-packaged software programs and consulting services are also available to monitor these coverages.

Exhibit 1



AUTOMOBILE CERTIFICATE OF INSURANCE

CERT #	DATE (MM/DD/YYYY)
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AGENCY		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY.	
INSURERS AFFORDING COVERAGE		NAIC #	
COMPANY A:			
COMPANY B:			
INSURED			
PHONE (A/C, No, Ext):			
FAX (A/C, No):			
E-MAIL ADDRESS:			
CODE:	SUB CODE:		
AGENCY CUSTOMER ID #:			

DESCRIPTION OF AUTO

YEAR	MAKE	MODEL	BODY TYPE	VEHICLE IDENTIFICATION NUMBER
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COVERAGES

THIS IS TO CERTIFY THAT THE POLICY(IES) OF INSURANCE LISTED BELOW HAS/HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD(S) INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICY(IES) DESCRIBED HEREIN IS/ARE SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICY(IES).

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
	AUTO LIABILITY				COMBINED SINGLE LIMIT	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE	\$
	AUTO PHYSICAL DAMAGE				LIMITS	DEDUCTIBLE
	COLLISION LOSS				☐ ACV ☐ AGREED AMT ☐ ☐ STATED AMT	\$
	COMPREHENSIVE OTHER THAN COLLISION				☐ ACV ☐ AGREED AMT ☐ ☐ STATED AMT	\$
					☐ ACV ☐ AGREED AMT ☐ ☐ STATED AMT	\$
					☐ ACV ☐ AGREED AMT ☐ ☐ STATED AMT	\$

REMARKS (INCLUDING SPECIAL CONDITIONS / OTHER COVERAGES)

REMARKS (INCLUDING SPECIAL CONDITIONS / OTHER COVERAGES)	
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CERTIFICATE HOLDER	LENDER	LESSOR	CANCELLATION
LEASED VEHICLE LOAN / LEASE NUMBER: NAME AND ADDRESS OF LENDER / LESSOR			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
			AUTHORIZED REPRESENTATIVE

Exhibit 2

ACORD		CERTIFICATE OF PROPERTY INSURANCE				DATE (MM/DD/YY)	
PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.					
		COMPANIES AFFORDING COVERAGE					
		COMPANY A					
INSURED		COMPANY B					
		COMPANY C					
		COMPANY D					
COVERAGES							
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	COVERED PROPERTY	LIMITS	
	PROPERTY				BUILDING	\$	
	CAUSES OF LOSS				PERSONAL PROPERTY	\$	
	BASIC				BUSINESS INCOME	\$	
	BROAD				EXTRA EXPENSE	\$	
	SPECIAL				BLANKET BUILDING	\$	
	EARTHQUAKE				BLANKET PERS PROP	\$	
	FLOOD				BLANKET BLOB & PP	\$	
						\$	
						\$	
						\$	
	INLAND MARINE					\$	
	TYPE OF POLICY					\$	
	CAUSES OF LOSS					\$	
	NAMED PERILS					\$	
	OTHER					\$	
	CRIME					\$	
	TYPE OF POLICY					\$	
						\$	
	BOILER & MACHINERY					\$	
						\$	
	OTHER						
LOCATION OF PREMISES/DESCRIPTION OF PROPERTY							
SPECIAL CONDITIONS/OTHER COVERAGES							
CERTIFICATE HOLDER				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.			
				AUTHORIZED REPRESENTATIVE			
ACORD 24 (1/95)				© ACORD CORPORATION 1995			

Exhibit 3

ACORD™		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)	
PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
		INSURERS AFFORDING COVERAGE		NAIC #	
INSURED		INSURER A:			
		INSURER B:			
		INSURER C:			
		INSURER D:			
		INSURER E:			
COVERAGES					

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSDR		TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		GENERAL LIABILITY				EACH OCCURRENCE	\$
		☐ COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
		☐ CLAIMS MADE ☐ OCCUR				MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COM/PROP AGG	\$
		☐ POLICY ☐ PRO-JECT ☐ LOC					
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$
		☐ ANY AUTO				BODILY INJURY (Per person)	\$
		☐ ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		☐ SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		☐ HIRED AUTOS					
		☐ NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		☐ ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	\$
		☐ OCCUR ☐ CLAIMS MADE				AGGREGATE	\$
							\$
		☐ DEDUCTIBLE					\$
		☐ RETENTION \$					\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$
		OTHER				E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS	
---	--

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER. ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s)

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

Exhibit 4



EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)

THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE OF PROPERTY INSURANCE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

AGENCY		PHONE IAIC No. Ext.:	COMPANY	
FAX IAIC No.:		E-MAIL ADDRESS:		
CODE:		SUB CODE:		
AGENCY CUSTOMER ID #:				
INSURED		LOAN NUMBER		POLICY NUMBER
		EFFECTIVE DATE	EXPIRATION DATE	☐ CONTINUED UNTIL TERMINATED IF CHECKED
THIS REPLACES PRIOR EVIDENCE DATED:				

PROPERTY INFORMATION

LOCATION/DESCRIPTION

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

COVERAGE INFORMATION

COVERAGE / PERILS / FORMS	AMOUNT OF INSURANCE	DEDUCTIBLE

REMARKS (Including Special Conditions)

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE ADDITIONAL INTEREST NAMED BELOW, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

ADDITIONAL INTEREST

NAME AND ADDRESS	☐ MORTGAGEE	☐ ADDITIONAL INSURED
	☐ LOSS PAYEE	
	LOAN #	
	AUTHORIZED REPRESENTATIVE	

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Exhibit 5



EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

DATE (MM/DD/YYYY)

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

PRODUCER NAME CONTACT PERSON AND ADDRESS		PHONE (A/C, No, Ext)	COMPANY NAME AND ADDRESS		NAIC NO:
FAX (A/C, No):		E-MAIL ADDRESS:	IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH		
CODE:		SUB CODE:	POLICY TYPE		
AGENCY CUSTOMER ID #:		LOAN NUMBER		POLICY NUMBER	
NAMED INSURED AND ADDRESS		EFFECTIVE DATE	EXPIRATION DATE	☐ CONTINUED UNTIL TERMINATED IF CHECKED	
ADDITIONAL NAMED INSURED(S)		THIS REPLACES PRIOR EVIDENCE DATED:			

PROPERTY INFORMATION (Use REMARKS on page 2, if more space is required) ☐ BUILDING OR ☐ BUSINESS PERSONAL PROPERTY

LOCATION/DESCRIPTION

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION		PERILS INSURED	BASIC	BROAD	SPECIAL	DED:
COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE: \$						
		YES	NO	N/A		
☐ BUSINESS INCOME ☐ RENTAL VALUE					If YES, LIMIT:	Actual Loss Sustained; # of months:
BLANKET COVERAGE					If YES, indicate value(s) reported on property identified above: \$	
TERRORISM COVERAGE					Attach Disclosure Notice / DEC	
IS THERE A TERRORISM-SPECIFIC EXCLUSION?						
IS DOMESTIC TERRORISM EXCLUDED?						
LIMITED FUNGUS COVERAGE					If YES, LIMIT:	DED:
FUNGUS EXCLUSION (If "YES", specify organization's form used)						
REPLACEMENT COST						
AGREED VALUE						
COINSURANCE					If YES, %	
EQUIPMENT BREAKDOWN (If Applicable)					If YES, LIMIT:	DED:
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg						
- Demolition Costs					If YES, LIMIT:	DED:
- Incr. Cost of Construction					If YES, LIMIT:	DED:
EARTH MOVEMENT (If Applicable)					If YES, LIMIT:	DED:
FLOOD (If Applicable)					If YES, LIMIT:	DED:
WIND / HAIL (If Subject to Different Provisions)					If YES, LIMIT:	DED:
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS						

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE ADDITIONAL INTEREST NAMED BELOW, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

ADDITIONAL INTEREST

☐ MORTGAGEE	☐ CONTRACT OF SALE	LENDER SERVING AGENT NAME AND ADDRESS
☐ LENDERS LOSS PAYABLE		
NAME AND ADDRESS		AUTHORIZED REPRESENTATIVE

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Exhibit 5

EVIDENCE OF COMMERCIAL PROPERTY INSURANCE REMARKS - Including Special Conditions (Use only if more space is required)

Exhibit 6

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you

Exhibit 7

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 10 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

In the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – AUTOMATIC STATUS WHEN
REQUIRED IN CONSTRUCTION AGREEMENT WITH YOU**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. Section II – Who Is An Insured is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
 - a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
 - b. Supervisory, inspection, architectural or engineering activities
2. "Bodily injury" or "property damage" occurring after:
 - a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
 - b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

Exhibit 9

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 37 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

Exhibit 10

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 11 01 96

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – MANAGERS OR LESSORS OF
PREMISES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

1. Designation of Premises (Part Leased to You);
2. Name of Person or Organization (Additional Insured);
3. Additional Premium:

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.

Exhibit 11

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED –
MORTGAGEE, ASSIGNEE, OR RECEIVER**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

Designation of Premises:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

1. WHO IS AN INSURED (Section II) is amended to include as an insured the person(s) or organization(s) shown in the Schedule but only with respect to their liability as mortgagee, assignee, or receiver and arising out of the ownership, maintenance, or use of the premises by you and shown in the Schedule.
2. This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

Exhibit 12

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 12 07 98

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED –
STATE OR POLITICAL SUBDIVISIONS – PERMITS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Political Subdivision:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement)

Section II – Who Is An Insured is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
2. This insurance does not apply to:
 - a. "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
 - b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 32 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – ENGINEERS, ARCHITECTS OR SURVEYORS NOT ENGAGED BY THE NAMED INSURED

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Engineers, Architects Or Surveyors Not Engaged By The Named Insured:
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II -- Who Is An Insured is amended to include as an additional insured the architects, engineers or surveyors shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations performed by you or on your behalf.

Such architects, engineers or surveyors, while not engaged by you, are contractually required to be added as an additional insured to your policy.

- B. With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services, including:

1. The preparing, approving, or failing to prepare or approve maps, drawings, opinions, reports, surveys, change orders, designs or specifications; or
2. Supervisory, inspection or engineering services.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – LESSOR OF LEASED
EQUIPMENT – AUTOMATIC STATUS WHEN
REQUIRED IN LEASE AGREEMENT WITH YOU**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. Who Is An Insured (Section II) is amended to include as an additional insured any person or organization from whom you lease equipment when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends.

B. With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

Exhibit 16

STANDARD MORTGAGE CLAUSE

2. Mortgage holders

- a. The term "mortgage holder" includes trustee.
- b. We will pay for covered loss of or damage to buildings or structures to each mortgage holder shown in the Declarations in their order of precedence, as interests may appear.
- c. The mortgage holder has the right to receive loss payment even if the mortgage holder has started foreclosure or similar action on the building or structure.
- d. If we deny your claim because of your acts or because you have failed to comply with the terms of this Coverage Part, the mortgage holder will still have the right to receive loss payment if the mortgage holder:

- (1) Pays any premium due under this Coverage Part at our request if you have failed to do so;
- (2) Submits a signed, sworn proof of loss within 60 days after receiving notice from us of your failure to do so; and
- (3) Has notified us of any change in ownership, occupancy or substantial change in risk known to the mortgage holder.

All of the terms of this Coverage Part will then apply directly to the mortgage holder.

- e. If we pay the mortgage holder for any loss or damage and deny payment to you because of your acts or because you have failed to comply with the terms of this Coverage Part:

- (1) The mortgage holder's rights under the mortgage will be transferred to us to the extent of the amount we pay; and
- (2) The mortgage holder's right to recover the full amount of the mortgage holder's claim will not be impaired

At our option, we may pay to the mortgage holder the whole principal on the mortgage plus any accrued interest. In this event, your mortgage and note will be transferred to us and you will pay your remaining mortgage debt to us

- f. If we cancel this policy, we will give written notice to the mortgage holder at least:

- (1) 10 days before the effective date of cancellation if we cancel for your nonpayment of premium; or
- (2) 30 days before the effective date of cancellation if we cancel for any other reason.

- g. If we elect not to renew this policy, we will give written notice to the mortgage holder at least 10 days before the expiration date of this policy.



75003

LENDER'S CERTIFICATE OF
INSURANCE - FORM B
Issue Date: 12-14-07

1. CERTIFICATE HOLDER:

Policy Number:

2. NAMED INSURED:

3. **CERTIFICATION** - We certify that we have issued the policy to the Named Insured for the policy period as identified in this Certificate. Notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this Certificate may be issued, the insurance is that which we customarily provide for the coverage indicated in Item 6. below. This Certificate is issued as a matter of information only and does not amend, extend or alter the coverage afforded by the policy.

4. POLICY PERIOD: From 11-01-07 to 11-01-08

5. INSURING COMPANY: TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICA

6. INSURANCE

Buildings or Buildings Under Construction—The policy names the Certificate Holder as a Mortgagee, according to the Mortgage Holder Conditions on page 2, for the buildings described below:

Loc. No.	Bldg. No.	Address	Limit of Insurance \$	Coins %
-------------	--------------	---------	-----------------------------	------------

Coverage - Covered Causes of Loss: ☐ Basic Form ☐ Broad Form ☐ Special Form
☐ Deluxe Property Form

7. SPECIAL PROVISIONS (if any)

Exhibit 17

8. **DEFINITIONS** — As defined in the policy, the words 'we,' 'us' and 'our' refer to the Company providing this insurance. The words 'you' and 'your' refer to the Named Insured shown in the Declarations of the policy

BY: _____
Signature of Authorized Representative

MORTGAGE HOLDER CONDITIONS — BUILDINGS ONLY

- a. The term, mortgage holder, includes trustee.
- b. We will pay for covered loss of or damage to buildings or structures to each mortgage holder shown in the Declarations in their order of precedence, as their interests may appear.
- c. The mortgage holder has the right to receive loss payment even if the mortgage holder has started foreclosure or similar action on the building or structure.
- d. If we deny your claim because of your acts or because you have failed to comply with the terms of this Coverage Part, the mortgage holder will still have the right to receive loss payment if the mortgage holder:
 - (1) Pays any premium due under this Coverage Part at our request if you have failed to do so;
 - (2) Submits a signed, sworn statement of loss within 60 days after receiving notice from us of your failure to do so; and
 - (3) Has notified us of any change in ownership, occupancy or substantial change in risk known to the mortgage holder.All of the terms of this Coverage Part will then apply directly to the mortgage holder.
- e. If we pay the mortgage holder for any loss or damage and deny payment to you because of your acts or because you have failed to comply with the terms of this Coverage Part:
 - (1) The mortgage holder's right under the mortgage will be transferred to us to the extent of the amount we pay; and
 - (2) The mortgage holder's right to recover the full amount of the mortgage holder's claim will not be impaired.At our option, we may pay to the mortgage holder the whole principal on the mortgage plus any accrued interest. In this event, your mortgage and note will be transferred to us and you will pay your remaining mortgage debt to us.
- f. If we cancel this policy, we will give written notice to the mortgage holder at least:
 - (1) 10 days before the effective date of cancellation if we cancel for your nonpayment of premium; or
 - (2) 30 days before the effective date of cancellation if we cancel for any other reason.
- g. If we elect not to renew this policy, we will give written notice to the mortgage holder at least 10 days before the expiration date of this policy.

Exhibit 18

POLICY NUMBER:

COMMERCIAL PROPERTY
CP 12 18 06 95

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

LOSS PAYABLE PROVISIONS

This endorsement modifies insurance provided under the following:

BUILDING AND PERSONAL PROPERTY COVERAGE FORM
BUILDERS' RISK COVERAGE FORM
CONDOMINIUM ASSOCIATION COVERAGE FORM
CONDOMINIUM COMMERCIAL UNIT-OWNERS COVERAGE FORM
STANDARD PROPERTY POLICY

SCHEDULE

Prem. No.	Bldg. No.	Description of Property	Loss Payee (Name & Address)	Provisions Applicable		
				Loss Payable	Lender's Loss Payable	Contract Of Sale

A. When this endorsement is attached to the STANDARD PROPERTY POLICY CP 00 99 the term Coverage Part in this endorsement is replaced by the term Policy.

The following is added to the LOSS PAYMENT Loss Condition, as indicated in the Declarations or by an "X" in the Schedule:

B. LOSS PAYABLE

For Covered Property in which both you and a Loss Payee shown in the Schedule or in the Declarations have an insurable interest, we will:

1. Adjust losses with you; and
2. Pay any claim for loss or damage jointly to you and the Loss Payee, as interests may appear.

C. LENDER'S LOSS PAYABLE

1. The Loss Payee shown in the Schedule or in the Declarations is a creditor, including a mortgageholder or trustee, whose interest in Covered Property is established by such written instruments as:
 - a. Warehouse receipts;
 - b. A contract for deed;
 - c. Bills of lading;
 - d. Financing statements; or
 - e. Mortgages, deeds of trust, or security agreements.
 2. For Covered Property in which both you and a Loss Payee have an insurable interest:
 - a. We will pay for covered loss or damage to each Loss Payee in their order of precedence, as interests may appear.
 - b. The Loss Payee has the right to receive loss payment even if the Loss Payee has started foreclosure or similar action on the Covered Property.
 - c. If we deny your claim because of your acts or because you have failed to comply with the terms of the Coverage Part, the Loss Payee will still have the right to receive loss payment if the Loss Payee:
 - (1) Pays any premium due under this Coverage Part at our request if you have failed to do so;
 - (2) Submits a signed, sworn proof of loss within 60 days after receiving notice from us of your failure to do so; and
 - (3) Has notified us of any change in ownership, occupancy or substantial change in risk known to the Loss Payee.
- All of the terms of this Coverage Part will then apply directly to the Loss Payee.

- d. If we pay the Loss Payee for any loss or damage and deny payment to you because of your acts or because you have failed to comply with the terms of this Coverage Part:

- (1) The Loss Payee's rights will be transferred to us to the extent of the amount we pay; and
- (2) The Loss Payee's rights to recover the full amount of the Loss Payee's claim will not be impaired.

At our option, we may pay to the Loss Payee the whole principal on the debt plus any accrued interest. In this event, you will pay your remaining debt to us.

3. If we cancel this policy, we will give written notice to the Loss Payee at least:
 - a. 10 days before the effective date of cancellation if we cancel for your nonpayment of premium; or
 - b. 30 days before the effective date of cancellation if we cancel for any other reason.
4. If we elect not to renew this policy, we will give written notice to the Loss Payee at least 10 days before the expiration date of this policy.

D. CONTRACT OF SALE

1. The Loss Payee shown in the Schedule or in the Declarations is a person or organization you have entered a contract with for the sale of Covered Property.
2. For Covered Property in which both you and the Loss Payee have an insurable interest we will:
 - a. Adjust losses with you; and
 - b. Pay any claim for loss or damage jointly to you and the Loss Payee, as interests may appear.
3. The following is added to the OTHER INSURANCE Condition:

For Covered Property that is the subject of a contract of sale, the word "you" includes the Loss Payee