

**AUTHORIZATION TO ADD PROPERTY MANAGEMENT
AS ADDITIONAL INSURED**

Date _____

Insurance Agent Name _____

Insurance Company _____

Insurance Company Address _____

Insurance Company, City, State, Zip Code _____

Dear Insurance Agent,

I have hired **[INSERT YOUR COMPANY NAME HERE]** to manage the following rental property:

Address _____

Policy # _____

Please add **[INSERT YOUR COMPANY NAME HERE]** to the above referenced policy as “Additional Insured”, the purpose of liability only.

Please email my Insurance Policy and the Endorsement stating as such directly to **[INSERT YOUR COMPANY NAME HERE]** at **[INSERT YOUR COMPANY EMAIL ADDRESS HERE]**, or mail it to them at **[INSERT YOUR COMPANY STREET ADDRESS HERE]**, and send me a copy also.

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