



REQUEST FOR CERTIFICATE OF INSURANCE

EMAIL TO: certificates@ae-gis-online.com

Type "RUSH" in the subject line of email to flag request if this is a same day move

REQUESTED BY: [Your name & email]

MOVING COMPANY NAME & ADDRESS:

CERTIFICATE HOLDER **NAME & ADDRESS:** [Building, Property Manager, Owner, etc. requesting certificate]
(if you do not provide the complete name and address, there will be a delay in processing)

REGARDING: [Tenant Name, Apt. #, Move Date, Property Location]

ADDITIONAL INSURED: [Those entities associated with this move who require their names be listed on certificate]

ENDORSEMENT REQUIREMENTS (check appropriate boxes): [Provide copy of building requirements, if available]

General Liability

- Additional Insured
- Waiver of Subrogation
- Primary

Auto

- Additional Insured
- Waiver of Subrogation
- Primary

Worker's Compensation

- Waiver of Subrogation

RETURN CERTIFICATE TO: [Provide email address for all who should receive a copy of the certificate]
