

Endorsement Request Form & Requests for Additional Insured Endorsements

The applicable forms can be accessed at the MiniCo Insurance Agency website (www.Minico.com).

Please complete the applicable form(s) and send them electronically or by fax to your insurance broker. Please make sure you sign the Endorsement Request Form and or the Certificate of Insured's Warranties.

Guidelines for Requesting Certificates of Insurance and Adding Additional Insured Endorsements to Your Policy:

The following are guidelines for requesting Certificates of Insurance and Additional Insured Endorsements. When forwarding such a request to your insurance broker, please ask the certificate holder the following:

- Will they be an Additional Insured under your policy? If yes,
- Who exactly is to be named as Additional Insured?

Please also provide the following information for a Certificate of Insurance on the Endorsement Request Form:

- For "proof of insurance" certificates of insurance (i.e., no Additional Insured Endorsement or other endorsements are needed), complete the form as indicated and forward to your insurance broker for processing. Your insurance broker has the authority and the ability to process these types of requests much quicker than MiniCo can.
- Requested By - Please enter the name of the person requesting the endorsement here, so if there is a question regarding your request, your insurance broker will know whom to contact.
- Certificate Holder (Additional Insured) - Name (the person or organization this is for) and address (please include mailing or street address, city, state and zip code).
- Coverages - Please mark boxes accordingly.
- Project Name - Street address, city, state, tract number, job number, etc. Please be specific.
- Project Description – E.g., Pool and Spa Construction, Pool Service, Pool Repair, HVAC Operations, Landscaping, Masonry/Tile Work, Electrical Work, etc.
- Several Additional Insured Endorsements are not available for residential projects. Also, please provide an estimated begin date and completion date, and include the insured's signature. Without this information, MiniCo cannot issue the endorsement(s). Please see the Endorsement Request Form for specific Additional Insured endorsements.
- The insured will be charged and billed accordingly for each premium bearing endorsement issued by MiniCo, if any.

Once the form is completed, please forward the request to your insurance broker.

Please visit our website (www.Minico.com) for the most up-to-date information. If you have any questions or need further clarification, please do not hesitate to contact your insurance broker.

Certificate of Insured's Warranties:

This form is needed only if requesting the specified Additional Insured Endorsements for a recently completed job. Please note that this form is specific only to the specified endorsements listed and that these endorsements may not be issued for recently completed jobs under some circumstances. They will not be issued for jobs that have long been completed.

Questions or Concerns about Service:

If you have any concerns or issues regarding MiniCo's service, please call or send an email to artisanpak@minico.com It is our goal to provide you with timely, accurate, and quality service.