

## INSTRUCTIONS ON READING AND UNDERSTANDING A CERTIFICATE OF INSURANCE

1. **Phone number:** Though some certificates don't ask for it, it is wise to not only have the phone number of the insurance agent of the contractor, but also to call and verify that the contractor does, in fact, have coverage.
2. **Date:** Verify that the date of insurance is current. Do not let the date of your project go past the stated date without verifying continued coverage.
3. **Sufficient amounts:** Check with your insurance agent to make sure that the coverage will adequately cover the size of the job.
4. **Umbrella Coverage:** Make sure there is umbrella coverage for additional perils.
5. **Worker's Compensation:** All workers should be included under the contractor's worker's compensation coverage.
6. **Additional Insured:** Your organization should be named as an additional insured.
7. **Endeavor:** Many certificate holders read the cancellation section and assume the insurance company of the contractor will notify them in the event of a policy expiration or cancellation. The carrier is not legally bound to contact the certificate holder and, on most occasions, they do not contact the certificate holder.

### Other Important Facts:

1. Keep all certificates of insurance and contracts for five years. Should there be a need to go back to a contractor who did previous work, if they are out of business you will need the name of the insurance carrier.
2. Tell contractors to notify you of any injury or property damage that occurs on your premises.
3. Have contractors notify you in writing 30 days prior to the expiration of their policy.