

New Homes – Faxable Request Form for Certificate of Insurance



Trade Ally Instructions:

Complete this form and email to newhomes@energytrust.org or fax to **1.877.501.9629** to request a **Certificate of Insurance** as required by the Energy Trust of Oregon, Inc.

Company Information

Business Name _____ Contact Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

By signing this application I am giving Energy Trust and PEI authorization to work with my insurance company and provide Energy Trust with a certificate identifying the requirements as set forth below.

Signature _____ Date _____

Provider Information (provide information for *both* general liability and worker's compensation)

Liability Insurance Provider _____ **Agent Name** _____

Phone _____ Fax _____ Email _____

Worker's Compensation

Insurance Provider _____ **Agent Name** _____

Phone _____ Fax _____ Email _____

Insurance Agent Instructions: Energy Trust operates several energy efficiency and renewable energy programs in Oregon. The Company listed above has applied to become a trade ally Energy Trust's New Homes program. For more information about Energy Trust and its programs, please see our website at www.energytrust.org. Through contracts with its trade allies, Energy Trust requires all approved trade allies to maintain specified insurance coverages and meet other obligations. Among those obligations, approved trade allies are required to ensure that their policies meet our minimum requirements and to provide a **Certificate of Insurance**, as described below, in order to participate in Energy Trust's programs.

Requested Certificate of Insurance Information: The insurance carried by the company named above must cover the work to be performed as an Energy Trust New Homes trade ally and cannot exclude any type(s) of damage that such company may cause as a result of that work. To see the complete requirements, request a copy of the trade ally agreement from this Company. The required **Certificate[s] of Insurance** should specifically name Energy Trust as a Certificate Holder and must show, at the least, the following:

- Occurrence based Commercial General Liability Insurance (including products and completed operations coverage)
 - with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage liability, with an annual aggregate limit of not less than \$1,000,000 and
 - Energy Trust must be **specifically named as an Additional Insured**
- State-required workers' compensation insurance.

Please note that the trade ally agreement includes additional insurance requirements. Please also note in your records that the Energy Trust is a Certificate Holder & Additional Insured and should be notified of renewals, cancellations or changes in coverage.

Please fax or mail the certificate directly to:

Energy Trust of Oregon, Inc.
1400 SW 5th Ave, Suite 700
Portland, OR 97201
Fax: 1.877.501.9629
Attn: New Homes Program