

## REQUEST FOR SEPARATE OWNER/LANDLORD INSURANCE POLICY

Date:

Property Address:

Dear Agent:

I have engaged the services of Top Tier Property Management, LLC to manage my rental property noted above.

As such, I am required to obtain for the property noted above a separate Owner/Landlord/Tenant comprehensive public liability insurance policy with a minimum coverage of \$500,000 to save the Owner and the Agent harmless from any legal action involving liability. The policy must also have fire and extended coverage hazard insurance fully covering the amount equal to the full replacement of the structure and other improvements.

***Top Tier Property Management, LLC must be listed as an additional insured under the liability portion of the policy.***

Please forward a copy of the Certificate of Insurance within seven (7) days of signing Management Agreement to:

**Top Tier Property Management, LLC**

**7820 B Wormans Mill Rd**

**Ste 165**

**Frederick, MD 21701**

**OR**

**Soraya@mytppm.com**

Thanking you in advance for your immediate attention to this matter.

Sincerely,

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Property Owner

\*Property Owner please note if your insurance provider cannot name Top Tier Property Management, LLC as an additional insured or provide the coverage above, you must seek alternative coverage that will meet the requirements above.