

# Tenant Sample Certificate of Insurance

(ACTUAL COVERAGE/LIMITS WILL VARY ACCORDING TO LEASE REQUIREMENTS)

**ACORD**<sup>TM</sup>

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**TBD**

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b>  <b>AGENT INFORMATION</b>	<b>CONTACT NAME:</b> <b>PHONE</b> (A/C. No. Ext): _____ <b>FAX</b> (A/C. No.): _____ <b>E-MAIL ADDRESS</b>														
<b>INSURED</b>  <b>TENANT INFORMATION</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center; border-bottom: 1px solid black;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center; border-bottom: 1px solid black;">NAIC #</th> </tr> <tr> <td><b>INSURER A : INSURANCE COMPANY NAME</b></td> <td></td> </tr> <tr> <td><b>INSURER B : INSURANCE COMPANY NAME</b></td> <td></td> </tr> <tr> <td><b>INSURER C : INSURANCE COMPANY NAME</b></td> <td></td> </tr> <tr> <td><b>INSURER D : INSURANCE COMPANY NAME</b></td> <td></td> </tr> <tr> <td><b>INSURER E : INSURANCE COMPANY NAME</b></td> <td></td> </tr> <tr> <td><b>INSURER F : INSURANCE COMPANY NAME</b></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A : INSURANCE COMPANY NAME</b>		<b>INSURER B : INSURANCE COMPANY NAME</b>		<b>INSURER C : INSURANCE COMPANY NAME</b>		<b>INSURER D : INSURANCE COMPANY NAME</b>		<b>INSURER E : INSURANCE COMPANY NAME</b>		<b>INSURER F : INSURANCE COMPANY NAME</b>	
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**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<b>GENERAL LIABILITY</b>			<b>POLICY NUMBER</b>	<b>TBD</b>	<b>TBD</b>	EACH OCCURRENCE <b>\$1,000,000</b>
	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> <b>OCCUR</b>	Y	Y				DAMAGE TO RENTED PREMISES (Ea occurrence) <b>\$100,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						MED EXP (Any one person) <b>\$10,000</b>
							PERSONAL & ADV INJURY <b>\$1,000,000</b>
							GENERAL AGGREGATE <b>\$2,000,000</b>
							PRODUCTS - COMP/OP AGG <b>\$1,000,000</b>
							\$
<b>A</b>	<b>AUTOMOBILE LIABILITY</b>			<b>POLICY NUMBER</b>	<b>TDB</b>	<b>TBD</b>	COMBINED SINGLE LIMIT Ea accident <b>\$1,000,000</b>
	<input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	Y	Y				BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
<b>B</b>	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>OCCUR</b>			<b>POLICY NUMBER</b>	<b>TBD</b>	<b>TBD</b>	EACH OCCURRENCE <b>\$5,000,000</b>
	<input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> <b>CLAIMS-MADE</b>	Y	Y				AGGREGATE <b>\$5,000,000</b>
	DED _____ RETENTION \$ _____						\$
<b>C</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			<b>POLICY NUMBER</b>	<b>TBD</b>	<b>TBD</b>	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				E.L. EACH ACCIDENT <b>\$1,000,000</b>
		N	Y				E.L. DISEASE - EA EMPLOYEE <b>\$1,000,000</b>
							E.L. DISEASE - POLICY LIMIT <b>\$1,000,000</b>
<b>D</b>	<b>PERSONAL PROPERTY/CONTENTS</b>		Y	<b>POLICY NUMBER</b>	<b>TBD</b>	<b>TBD</b>	<b>\$ CONTENTS VALUE</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required-

**Re: 840 Gessner, Suite # \_\_\_\_\_, Houston, Texas 77024.**

Additional insured in favor of Memorial City Towers, Ltd. and Metro National Corporation with regards to Automobile Liability, General Liability and Umbrella Liability policies. Waiver of Subrogation in favor of Memorial City Towers, Ltd. and Metro National Corporation with regard to all policies which will be considered Primary and Noncontributory. Memorial City Towers, Ltd is a Loss Payee as its interest appears for the property policy.

A 30-day notice of cancellation is provided to the certificate holder.

<b>CERTIFICATE HOLDER</b>  Memorial City Towers, Ltd. c/o Metro National Corporation 820 Gessner, Suite 200 Houston, TX 77024	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
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