



ServiceFax

The History Behind Every Service Provider™



Verified
Information



Comprehensive
Records



Trusted
Insights



Protecting
Homeowners



Empowering
Better Decisions

ServiceFax Certificate of Insurance Request Template

ServiceFax™ *The History Behind Every Service Provider™*

Date: _____

To: _____

Company: _____

Dear Contractor,

As part of our contractor evaluation and project documentation process, please provide a current Certificate of Insurance (COI) for your company prior to the commencement of work.

Please include evidence of:

- ☐ General Liability Insurance
- ☐ Workers' Compensation Insurance
- ☐ Commercial Auto Insurance (if applicable)
- ☐ Umbrella / Excess Liability Coverage (if applicable)

Insurance Information Requested

Insurance Carrier: _____

Policy Number: _____

General Liability Limits: _____

Workers' Compensation Coverage: _____

Policy Effective Date: _____

Policy Expiration Date: _____

Additional Requirements

- ☐ Property address listed on certificate
- ☐ Homeowner listed as certificate holder (if requested)
- ☐ Coverage active through anticipated project completion
- ☐ Agent contact information included

Certificate Received

Received By: _____

Date Received: _____

Verified By: _____

Verification Date: _____

ServiceFax Consumer Protection Reminder

Never rely solely on verbal confirmation of insurance coverage.

Always obtain a current Certificate of Insurance and verify:

- ✓ Policy is active
- ✓ Coverage limits are adequate
- ✓ Contractor name matches contract documents
- ✓ Coverage remains active through project completion

Sincerely,

Homeowner