

## How to Get a Certificate of Insurance

On occasion you may be requested to provide a certificate of insurance to others. If you need to provide a "Certificate of Insurance" to others, please contact the **Risk Management Office at x73937** immediately.

You may receive certificates of insurance from various sources - from tenants, vendors and from contractors hired for activities such as tenant improvements, alterations and additions work. Consequently, it is essential that you be able to read these certificates and compare the information provided to the applicable insurance requirement in a lease or other contracts. For more information regarding the interpretation of "Certificates of Insurance" see our website under Contract Basics, Risk Management.