



**SPECIALIZED**  
REALTY SERVICES

**INSTRUCTIONS TO INSURANCE AGENT**

Purpose of this letter: Instructions from our landlord to their insurance agent to ensure they have a suitable hazard policy for their rental property, minimum levels of public liability insurance, and naming Specialized Realty Services, LLC as an additional insured. Landlord is responsible to send this to their insurance agent after Specialized Realty Services, LLC begins management of the property, and/or when the property is first put into service as a rental property.

Insured: \_\_\_\_\_  
Property: \_\_\_\_\_

**Insurance Agent Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Dear Insurance Agent,  
You are receiving these instructions from me/us as you are my/our insurance provider for the above named property. This property is currently, or will soon become a rental property. When the Property is put into service as a rental property, please ensure I/we have an appropriate hazard insurance policy that covers the property as tenant occupied (not as owner occupied).

I/we request this policy:

- 1. Be an ALL RISKS policy
- 2. Has a MINIMUM of \$300,000 of public liability coverage
- 3. Names my property manager as an ADDITIONAL INSURED under the hazard policy/public liability policy that covers the Property, and on any subsequent renewals.

The contact information for Specialized Realty Services is:

Specialized Realty Services, LLC  
PO Box 6736  
Beaverton OR

X  
\_\_\_\_\_  
Insured

X  
\_\_\_\_\_  
Insured