

# Harbour Woods Association

## Certificate of Insurance Transmittal Form

Insurance Agent Information

Policy Holder Information

<b>To:</b>	<b>Insured:</b>
<b>Email Address:</b>	<b>Policy:</b>
<b>Contact Name:</b>	<b>Phone:</b>

**From:** Harbour Woods Association, Stratford, CT

**Subject:** Request for Certificate of Insurance

**RE:** Slip owners/renters Marine Certificate of Insurance

**ACTION: PLEASE Email OR FAX THIS FORM TO YOUR INSURANCE AGENT (COMPANY)**

Please find below insurance certificate information. Certificates are required **prior** to occupying any slip at Harbour Woods Marina. See below for specific required information.

**Insurance Coverage Minimum Requirements:** 1.) Liability: **\$300,000 minimum**

**Certificate #1: Primary Certificate of Insurance:**

**Harbour Woods Association**

**Stratford, CT 06615**

**Certificate #2: *Slip Owner if owner is renting the slip***

◇ **Slip Owner:** \_\_\_\_\_

◇ **Address:** \_\_\_\_\_

◇ **City, State, Zip** \_\_\_\_\_

**Important\*\*\*\*\***A certificate of insurance is a document used to provide information on specific insurance coverage. The certificate provides verification of the insurance and usually contains information on types and limits of coverage, insurance company, **policy number**, named insured, and the policies' effective periods.

Please Email certificate to [HWDockMaster@Yahoo.com](mailto:HWDockMaster@Yahoo.com)

**Dock Master, Harbour Woods Association, Stratford, CT. 06615**