



## Request for Certificate of Insurance

**Applicant Instructions:** Complete this form and fax to your insurance agent to request a certificate of insurance as required by Michigan Saves.

### Company Information:

Company Name	Contact Name		
Company Address	City	State	ZIP
Telephone	Fax		
E-mail			

**Insurance Agent Instructions:** The company listed above has applied to become an authorized contractor for Michigan Saves to participate in our residential and commercial financing programs. Michigan Saves, Inc. is a nonprofit organization that makes energy-efficiency upgrades and renewable energy systems more affordable for Michigan energy consumers. Michigan Saves requires all authorized contractors to maintain specified insurance coverage and meet other obligations. Among those obligations, authorized contractors are required to ensure that their insurance policies meet our minimum requirements and to provide a certificate of insurance, as described below, to participate in Michigan Saves' financing programs. For more information about Michigan Saves, please visit [www.michigansaves.org](http://www.michigansaves.org).

**Requested Certificate of Insurance Information:** The insurance carried by the company listed above must cover the work it will perform as an authorized contractor of Michigan Saves and cannot have any exclusion for the type(s) of damage that may be caused because of that work. The required certificate of insurance must show, at the least, the following:

- Occurrence-based commercial general liability insurance (including products and completed operations coverage) with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage liability, with an annual aggregate limit of not less than \$1,000,000
- Workers' compensation insurance or self-insurance

**Please fax, mail, or e-mail the certificate of insurance to:**

Michigan Saves (Attn: Contractor Registration)  
230 N Washington Square, Ste. 300, Lansing MI 48933  
Phone: 517-484-6474 Fax: 517-484-6549  
E-mail: [registration@michigansaves.org](mailto:registration@michigansaves.org)