

CHECKLIST FOR LEASE OR LICENSE AGREEMENT

- If Leasing/Licensing entity is Non-Profit, Proof of Non-Profit Religious Status or other appropriate Non-Profit Status has been provided. (i.e. Secretary of State Form and/or Articles of Incorporation)
- Certificate of Insurance for General Liability and Property Damage Insurance Policy has been provided.
- On the Certificate of Insurance, the coverage for both General Liability and Damage to Rented Premises is at the required levels (“Damage to Rented Premises” should equal the coverage on the General Liability “Each Occurrence” Section of the Certificate of Liability).
- Additional Insured Endorsement on General Liability and Property Damage Insurance Policy been provided.