

**SALT LAKE CITY CORPORATION
DEPARTMENT OF AIRPORTS
PO BOX 145550
SALT LAKE CITY, UTAH 84114-5550**

CERTIFICATE OF INSURANCE CHECKLIST

Certificates of Insurance must meet the required coverage and modifications. These special provisions are required by the Salt Lake City Attorney's Office. If these provisions are not included on the certificate from your insurance agent, they will have to be returned for corrections and could delay contract execution.

The following information must be included on the certificate:

1. COVERAGE:

Commercial General Liability insurance providing a \$2,000,000 per occurrence limit of liability, including coverage for products and completed operations.

Business Auto Coverage Form Providing a \$2,000,000 per occurrence limit of liability.

Worker's Compensation

2. CERTIFICATE HOLDER:

Salt Lake City Corporation must be named as the Certificate Holder.

3. ADDITIONAL INSURED:

Salt Lake City Corporation must be named as additional insured per ISO endorsement.

4. CANCELLATION PARAGRAPH:

Thirty Days notice of cancellation is required.

5. RATING:

Insurance companies **must** be listed on the Department of the Treasury's Fiscal Service List 570 **or** have an "A-" rating or better in Best's Key Rating Guide.

6. ORIGINAL CERTIFICATE:

The Certificate must bear the original signature of an authorized agent with any changes made on the certificate initialed.

Please forward a copy of this information to your insurance agent. If you or your agent has any questions, please feel free to contact Shauna Henderson, Property & Contract Specialist, at 801/575-2978, fax 801/575-2041, or e-mail: shauna.henderson@slcgov.com. Thank you for your assistance.