

REQUESTS FOR PROPERTY CERTIFICATES OF INSURANCE

PURPOSE

Various parties the university conducts business with may have a need for a certificate of insurance indicating that the university has property insurance for its real property. Such certificates of insurance are to be obtained through a request to the Risk Management Department.

To request a certificate of insurance for property insured by the University, a request should be submitted to Risk Management (via email to EUdoh@uh.edu) using the accompanying form. The request should be made within 7 days of need:

- Contact information for the party requesting the certificate of insurance, including their full name, email address, fax number and mailing address.
- Reason for the Certificate of Insurance (a copy of the written agreement/contract may be submitted for this purpose)
- If the certificate is requested for the storage of equipment, also provide a description of equipment-year, make, model and serial number, replacement value of equipment and the Storage Location.