

Smith
& Associates
Property
Management
of Bay County, Inc.

13510 Hutchison Boulevard
Panama City Beach, FL 32407
Office: 850-215-7368 / Fax: 850-249-2363

INSURANCE: OWNER'S LIABILITY ADDITIONAL INSURED REQUEST

Date: _____

Insurance Company: _____

Local Agent: _____

Address: _____

Agent's Phone #: _____

Policy #: _____

Rental Property Address: _____

Dear _____,

Smith & Associates Property Management of Bay County, Inc. is managing the rental property described above on which you hold the liability policy. Please add Smith & Associates Property Management of Bay County, Inc. as an additional insured on my liability insurance policy. Also mail a certificate of insurance to the following address:

Smith & Associates
Property Management of Bay County, Inc.
13510 C Hutchison Boulevard
Panama City Beach, FL 32407

Sincerely,

Owner
CC: Patricia Sneed, Property Manager