



**Faxable Request Form for
Certificate of Insurance**

Energy Trust Program Ally Instructions:

Complete this form and fax to your insurance agent to request a **Certificate of Insurance** as required by the Energy Trust of Oregon, Inc.

Company Information

Business Name _____ Contact Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Insurance Agent Instructions: Energy Trust operates several energy efficiency and renewable energy programs in Oregon. The Company listed above has applied to become an Energy Trust program ally. For more information about Energy Trust and its programs, please see our website at www.energytrust.org. Through contracts with its allies, Energy Trust requires all approved Energy Trust allies to maintain specified insurance coverages and meet other obligations. Among those obligations, approved allies are required to ensure that their policies meet our minimum requirements and to provide a **Certificate of Insurance**, as described below, in order to participate in Energy Trust's programs.

Requested Certificate of Insurance Information: Company's insurance must cover the type of work it will perform as an Energy Trust program ally and cannot have any exclusion for the type(s) of damage that it may cause as a result of that work. To see the complete requirements, request a copy of the Energy Trust ally agreement from this Company. The required **Certificate[s] of Insurance** should specifically name Energy Trust as a Certificate Holder and must show, at the least, the following:

- Occurrence based Commercial General Liability insurance (including contractual liability 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 and
- State-required Workers' Compensation insurance
- Energy Trust must be **specifically named as an Additional Insured**
- Professional Liability (Errors and Omissions) insurance
 - with not less than \$1,000,000 per claim, with an annual aggregate limit of not less than \$1,000,000

Trade Ally's commercial general liability policy must cover the type of work Trade Ally performs and must include (i) an "additional insured" provision providing that Energy Trust of Oregon, Inc. and its directors, officers and employees are included as an Additional Insured, and include (ii) cross liability and waiver of subrogation clauses, and (iii) an acknowledgement that in the event of a loss, Trade Ally's policy will be primary.

Please note that the ally agreement includes additional insurance requirements. Please also note in your records that the Energy Trust is a Certificate Holder and should be notified of renewals, cancellations or changes in coverage.

Please fax or mail the certificate directly to:
Energy Trust of Oregon
421 SW Oak St. #300
Portland, OR 97204
ATTN: Ashley Jackson
FAX: 503.200.1207, Toll free (866) 368-7878