

INSURANCE CHANGE NOTIFICATION

Date: _____

Insurance Company: _____

Agent: _____

Agent Address: _____

Agent Phone & Fax: _____

Agent Email: _____

Policy Number: _____

Property Address: _____

TO WHOM IT MAY CONCERN:

I have recently hired MAXIM 4000, LLC to manage my property listed above. Per the management agreement, I need to have comprehensive public liability property insurance, fire and extended coverage hazard insurance in an amount equal to the full replacement cost of the structure and other improvements, and list MAXIM 4000, LLC as an additional insured. Please send a certificate of insurance to:

MAXIM 4000, LLC
120 W Park, Suite 201
PO Box 2416
Grand Junction, CO 81502
970.683.2595 (phone) 970.241.1163 (fax)
info@maxim4000.com

Thank you.

Sincerely,

Owner of Property