

**Foursquare Insurance Program**  
**Certificate for Evidence of Property Insurance Request Form**  
**Buildings or Leased Equipment**



Please type or print in black ink. Fill in the information as requested. Attach a copy of any correspondence from the party requesting the certificate. The preferred method of issuing the certificate by the broker is by email. Please provide the information for both the organization and the requesting party.

**Foursquare Insurance Department approval is required for locations that are rented, leased or purchased, as well as contents valued at \$25,000 or more, that are not listed on the church's Insurance property schedule.**

NOTE: 1) All certificate requests are required to be submitted within 72 hours prior to the deadline.  
2) If all the necessary information has not been provided, your request will be returned to your for further completion.

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**Organization Information:** **Today's date** \_\_\_\_\_  
Organization Legal Name: \_\_\_\_\_ Church Code #: \_\_\_\_\_  
Contact: \_\_\_\_\_ Contact Phone No.: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_  
FAX No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

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**Requesting Party (Certificate Holder):**  
Company: \_\_\_\_\_  
Contact: \_\_\_\_\_ Contact Phone No.: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
FAX No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

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**Remarks-Purpose of Certificate:** Please check one box only:  Loss Payee  Mortgagee  
Property &/or  
Loan/Lease Number: \_\_\_\_\_ Equipment Value: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Description of leased equipment: \_\_\_\_\_  
Serial Number: \_\_\_\_\_ Proof of General Liability Coverage:  Yes  No  
The equipment is for a special event:  Yes  No Dates of the event: \_\_\_\_\_  
Additional Information: \_\_\_\_\_  
Delivery distribution  Named insured  Certificate holder  Other \_\_\_\_\_

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**Email to: Foursquare.GGB@ajg.com for questions please call 833-813-5580, dial 1 for certificates.**

<b>For AJG Office Use Only:</b>	
<input type="checkbox"/> Accepted	<input type="checkbox"/> Denied
<b>Coverages needed</b>	
<input type="checkbox"/> Evidence of Property	
<input type="checkbox"/> Flood- Except Zones A & V	
<input type="checkbox"/> Crime	
<input type="checkbox"/> Builder's Risk	
<input type="checkbox"/> Other: _____	