

INSURANCE CHANGE NOTIFICATION

Date: _____

Insurance Company: _____

Insurance Policy Number: _____

Insurance Agent: _____ Phone: (____)-____-_____

Property Address: _____

Owner Name: _____

To whom it may concern:

I have recently hired Capital First Management, to manage my property listed above, which I will be renting out. According to 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 Capital First Management, as an additional insured. Please send a certificate of insurance to:**

Capital First Management
P.O. Box 1070 North Cole Road
Boise, ID 83704
(office) 208-378-1616
(fax) 208-685-0100
(email) info@capitalfirstmgmt.com

Sincerely,

Owner's Signature