



## Faxable Request Form for Certificate of Insurance

### Trade 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 a trade ally contractor for one (or more) of the of the Energy Trust's programs. For more information about Energy Trust and its programs, please see our website at [www.energytrust.org](http://www.energytrust.org). Through contracts with its trade allies, Energy Trust requires all approved trade allies to maintain specified insurance coverages and meet other obligations. Among those obligations, approved trade 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:** The insurance carried by the Company named above must cover the work they will perform as a trade ally of the program(s) that it is applying to participate in 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 trade 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 products and completed operations 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
  - Energy Trust must be **specifically named as an Additional Insured**
- State-required workers' compensation insurance.

**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 also note in your records that the Energy Trust is a Certificate Holder & Additional Insured and should be notified of renewals, cancellations or changes in coverage.

**Please fax or mail the certificate directly to:**

Energy Trust of Oregon, Inc.  
421 SW Oak St., Suite 300  
Portland, OR 97204  
Toll free (866) 368-7878  
Fax (503) 200-1207  
Attn: Ashley Jackson