PROPERTY MANAGER INSURANCE REQUIREMENTS CHECKLIST

Purpose: This form is provided to my insurance agent/broker to confirm that my policies include the appropriate coverages and endorsements for real estate brokerage and property management operations.

## 1. Errors & Omissions (E&O) / Professional Liability

☐ Coverage specifically includes property management and real estate brokerage services.

☐ Minimum limits: $1,000,000 per claim / $1,000,000 aggregate (higher if recommended).

☐ Coverage for: Fair housing and discrimination claims, security deposit handling, tenant disputes, and leasing errors, independent contractors under my supervision.

☐ Defense costs are outside the limits (preferred).

☐ No exclusion for properties where I do not maintain an office.

## 2. Commercial General Liability (CGL)

☐ Coverage for bodily injury, property damage, and personal/advertising injury.

☐ Includes coverage for premises I do not own or occupy.

☐ Products–Completed Operations coverage included.

☐ Minimum limits: $1,000,000 per occurrence / $2,000,000 aggregate.

☐ Hired and Non-Owned Auto Liability included (if vehicles are used for site visits).

☐ No “real estate property management exclusion”.

## 3. Additional Insured Status on Owner’s Policies

☐ Property owners must name me as an Additional Insured on their General Liability policy using ISO forms: CG 20 11 (Managers or Lessors of Premises) or CG 20 26 (Additional Insured – Designated Person or Organization).

☐ Primary and non‑contributory wording applies.

☐ Waiver of subrogation endorsements in my favor.

## 4. Property Manager-Specific Endorsements

☐ ISO form CG 22 75 (Real Estate Property Managed) or equivalent is included.

☐ No exclusions for independent contractors or vendors I hire.

☐ HOA/Community Association endorsements included (if applicable).

## 5. Umbrella / Excess Liability

☐ Umbrella limit of at least $1,000,000 – $5,000,000 above underlying policies.

☐ Umbrella policy is true follow-form.

## 6. Employment Practices Liability Insurance (EPLI) (for those with employees)

☐ EPLI coverage is in place to protect against employee-related claims.

☐ Minimum limits: $500,000 – $1,000,000 per claim.

☐ Coverage for: Wrongful termination, discrimination, and harassment claims, retaliation and failure to promote, third-party claims (e.g., tenants alleging harassment or discrimination by staff).

☐ Defense costs included (preferably outside limits).

☐ Includes coverage for part-time, seasonal, and leased employees.

☐ Confirm there is no exclusion for property managers or real estate operations.

## 7. Documentation

☐ Agent will provide copies of policy forms and endorsements for verification.

☐ Certificates of Insurance from owners and vendors will be kept on file.

Agent Confirmation:

I confirm that the policies I have placed for this client include the coverages and endorsements indicated above (or will be amended to do so).

Insurance Agent/Broker Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_