



Hoffman Realty, LLC

3900 W. Dale Avenue, Tampa, Florida 33609

Instructions to Insurance Agent

Purpose of letter: Instructions from our landlord to their insurance agent to ensure they have a suitable hazard policy for their rental property, minimum levels of public liability insurance and naming Hoffman Realty as an additional insured. Landlord is responsible to send this to their insurance agent after Hoffman Realty begins management of their property and/or when the property is first put into service as a rental property.

Insured: _____

Property: _____

Insurance Agent Information

Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Dear Insurance Agent,

You are receiving these instructions from me/us as you are my/our insurance agent for the above named property. This Property is currently, or will soon become, a rental property. When the Property is put in service as a rental property, please ensure I/we have an appropriate hazard insurance policy that covers the property as tenant-occupied (not as owner-occupied).

I/we request this policy:

1. Be an ALL RISKS policy
2. Has a minimum of \$300,000 of public liability coverage
3. Names my property manager as an ADDITIONAL INSURED under the hazard policy and/or public liability policy that covers the Property, and on any subsequent renewals.

Hoffman Realty LLC's contact information is:

Hoffman Realty, LLC
3900 W. Dale Avenue
Tampa, FL 33609

Insured

Date

Insured

Date