



Additional Insured

What is an Additional Insured? In an insurance policy, an Additional Insured refers to anyone other than the policyholder who is covered by an insurance policy. This important status provides many rights to coverage and is sometimes a contractual requirement found in landlord/tenant agreements.

Checklist:

1. Review the Copy of Signed Space Agreement/Contract – if the third party is simply requesting proof of insurance, forward a copy of your renewal certificate which was provided to you via mail

If the contract stipulates that it is an 'insurance requirement' to add a third party, proceed to step 2.

2. Forward a copy of the signed Space agreement/contract with the third party to Shannon.henderson@acera.ca - ensure this contract stipulates that this is an insurance requirement – if It doesn't this will be returned to you.
******please ensure this shows the full legal name of the entity to be added as well as a full mailing address.***

3. Please allow 7-10 days turnaround for us to return this supplemental documentation to you.