



3327 North Eagle Road, Suite 110  
Meridian, ID 83646  
208-971-5677  
Susan@epshomes.com  
www.EmpirePropertySolutions.com

**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 **Empire Property Solutions, LLC** to manage my property(s) 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 **Empire Property Solutions, LLC**, as an additional insured. Please send a certificate of insurance to:

**Empire Property Solutions, LLC**  
**3327 N. Eagle Rd. #110**  
**Meridian, ID 83646**

Property Manager: Susan@epshomes.com  
Phone/text" (208) 971-5677  
Email: [info@EPShomes.com](mailto:info@EPShomes.com)

Sincerely,

\_\_\_\_\_  
Owner's Signature

