

**Certificate of Insurance  
Request for Rental Vehicle**

Department: \_\_\_\_\_ Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_

Department FOAP (account number) to charge: \_\_\_\_\_

**Vehicle Information**

Make-Model: \_\_\_\_\_ Year: \_\_\_\_\_

Serial#: \_\_\_\_\_ Replacement value: \_\_\_\_\_

licenses plate: \_\_\_\_\_

Rental dates: \_\_\_\_\_ thru \_\_\_\_\_

**Rental Company Contact Information**

Contact Person Name: \_\_\_\_\_

Rental Company Name: \_\_\_\_\_

Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

City State Postal Code

Agent requires 24 hours notice to obtain insurance certificates

If the Rental Company does not know the exact vehicle that will be leased, obtain the detailed information on any comparable vehicle and the certificate will read coverage for "any substitute vehicle".

The State of NC Motor Vehicle Insurance policy insures private passenger rental vehicles for up to 30 days, for rental vehicles up to \$40,000 per value for private passenger and rental trucks up to a value of \$60,000 (less than 10,000 gross vehicle weight), without specifically having to report and add such vehicle to the policy. **FOR EXCEPTIONS:** the Traveler should contact Risk Management and Insurance, 252-328-2010(P), to add coverage for the rental vehicle in advance of the planned rental.

Important: When picking up rental vehicle, inspect the vehicle for prior damage and notify the rental company. When returning the vehicle, conduct a full inspection with rental personnel to identify any potential damage.

Please send the information to [insurance@ecu.edu](mailto:insurance@ecu.edu).

If you must fax your request please use this cover page

211 South Jarvis St., Suite 102  
Mail Stop 207 Greenville, NC 27858  
252-328-2010 (office)  
252-737-1458 (fax)  
insurance@ecu.edu

# East Carolina University Risk Management and Insurance

**FAX**

**To:** Jay Surles

**Fax:** 1-252-737-1458

**From** \_\_\_\_\_

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

**Re:** 15 Passenger Van Rental

**Pages:** 2

**CC:** \_\_\_\_\_

**Urgent**

**For Review**

**Please Comment**

**Please Reply**

**Please Recycle**

Please see the attached Vehicle Rental Request Form