



Memorandum

RE: Request for Certificate of Insurance

Please send a copy of this letter to your insurance agent.

The city of Knoxville is one of our funding sources for Home Repair Projects. As a condition for receiving funding, they require that we, and our volunteer groups, provide them with a certificate of insurance demonstrating that proper liability insurance is in force.

Please have your insurance company issue a Certificate of Insurance to the City of Knoxville for your General Liability and Automobile Liability coverage. **“Knoxville Leadership Foundation; Neighborhood Housing, Inc.; and the City of Knoxville, its officials, officers, employees and volunteers” should be named as additional insured.**

Please send the certificate to the following address or fax:

Attn: Operation Backyard
Neighborhood Housing, Inc.
318 North Gay Street, Ste 210
Knoxville, TN 37917

Phone: (865) 524-2774
Fax: (865) 525-4213
Email: questions@klf.org

Please have this administrative detail completed at least *30 days* prior to your project. Thank you very much for your help in this important matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay Zartman".

Jay Zartman
Operation Backyard Coordinator
Knoxville Leadership Foundation