



TOWNSHIP OFFICIALS OF ILLINOIS RISK MANAGEMENT ASSOCIATION

RISK REMINDER

RENTAL OR LEASE AGREEMENTS



When renting or leasing township property such as a building or meeting space, the township should always have a signed written agreement with the renter or lessee. A written agreement (contract) defines clear responsibilities and terms of the agreement. This helps reduce exposure and protects the township in the event of a loss.

TOIRMA recommends the following:

- ✓ *Limits of Liability of no less than \$1,000,000 for General/Auto Liability*
- ✓ *Require the renter/lessee provide a Certificate of Coverage naming the township as "Additional Insured"*
- ✓ *Certificate of Coverage should show evidence of coverage for renter's/lessee's personal property*

Always consult your township attorney when drafting a rental or lease agreement. TOIRMA would like to review the agreement prior to signing.

All lease agreements and Certificates of Coverage for each year the lease is in force should be on file with TOIRMA.

For more information, contact Customer Service at (888) 562-7861

CLAIM REPORTING HOTLINE (844) 562-2720 | Available 24/7