

Owned Equipment Policy

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How to Apply for a Policy

- Before you apply, you will need to know the following:
 - All who are interested in coverage through this program **must apply online** at InsureMyEquipment.com.
 - The policy equipment limit is the limit of coverage in the event of a claim. The limit is broken down into unscheduled and scheduled equipment limits. The unscheduled equipment limit will be the grand total of all equipment that is individually valued less than \$2,001. The scheduled equipment limit will include all items that have an individual value exceeding \$2,001. You will need to include the make, model and serial number for all scheduled equipment.
 - Leased equipment is considered owned for the purposes of this policy
 - Policies are only available on an annual basis
 - You can add rented equipment coverage to the policy on an annual or short term basis
 - Once you've purchased your policy, you can issue a certificate, temporarily (or otherwise) increase your coverage limit, and/or add additional coverages all from your homepage dashboard 24/7. If you need to change your address or policyholder listing, please e-mail us.
- Click on the following link: www.InsureMyEquipment.com
- If you already have an account:
 - Click "log on" in the upper right hand side of the screen. Your username is your account's email address. If you need to re-set your password, follow the 'Forgot Password?' link
 - Scroll to the bottom of your homepage dashboard to click the 'Owned Production Equipment' link seen below. This will take you to the application page.

Order New Policies

- | | |
|---|--|
| Owned Production Equipment | - Click to insure your Owned/Rented Production Equipment |
| Rented Production Equipment | - Click to insure your Rented Production Equipment |
| Camera Operator General Liability | - Click for Camera Operator General Liability Insurance |

- If you don't have an account with us yet:
 - On the website's main page, click on the grey 'Owned Equipment' button under "Click below to get the insurance you need for your:"
 - Then, click the orange button on the right side, as seen in the image below

Need Insurance Now?
Click below to get the insurance you need for your:

- ▶ **Owned Equipment** ▶ Insure your owned camera, lighting, sound equipment and more
- ▶ **Rented Equipment** ▶ Insure your rented camera, lighting, sound equipment and more
- ▶ **General Liability** ▶ Get camera operator general liability protection from third party claims
- ▶ **Rental House Partners** ▶ View our Rental House Partnerships

CLICK HERE TO QUOTE OR BIND COVERAGE

InsureMyEquipment.com

- Enter the prompted information which includes your email address. Your email address will be used as your username to log into your account. **Note:** Make sure to list your legal name business name as the policyholder and *not* a vendor which has asked for proof of insurance. You will have an opportunity to issue certificates to vendors at a later time.
- Read the usage agreement and click on the check box to agree to our website's terms
- Read the policy requirements and click the check boxes to agree to the policy stipulations
- Enter your desired limits and coverage and answer the underwriting questions. A few things to note:
 - **Total Owned Equipment amount:** This is the amount of owned equipment you wish to insure. All equipment is valued by 'Replacement Cost'. This number should be the grand total of all equipment you wish to insure, both scheduled and unscheduled.
 - **Rental Reimbursement:** This is an Additional Coverage option. In the event that you damage your OWNED equipment and need a rental to avoid interrupting your project, this provides reimbursement for the rental up to your specified limit and only applies 72 hours after the claim occurrence.
 - **Rented equipment limit:** This is an Additional Coverage option. This is the amount of equipment you can rent from a 3rd party (e.g. rental house or individual) at replacement cost. The total rented equipment limit is the maximum amount of equipment you can rent at any given time. You also have the option to add a short term endorsement to cover rented equipment, after you have purchased your policy.
- Answer the underwriting questions. Some questions will require follow-up by IME.com staff. If your application was paused because of this, you can expect to hear back from our staff shortly.
- If you included rented equipment coverage in your application, select your rental house Loss of Use limit from the drop down menu
 - **Rental House Loss of Use (LOU):** This is an Additional Coverage option. In the event that your RENTED equipment is lost, damaged, stolen, etc. and the rental house/individual loses income as a result, this will reimburse them for their lost income. This coverage applies 72 hours after the claim event.
 - You will also see on this screen the opportunity to issue a certificate of insurance. You can ignore this now and always issue a certificate from your dashboard at a later time
- **You're almost there! You should now see your policy quote. Once you have reviewed and approve your quote, your final step will be to schedule your equipment. You'll see the link in the bottom right corner as displayed in the image below.**

Policy Premium:	\$ 1,870.00
Administrative Fee: 	\$ 75.00
Total Premium:	\$ 1,945.00

Note: You will have the ability to issue certificates naming certificate holders as loss payee after the policy is purchased. This policy excludes theft from an unlocked vehicle.



Make Edits



Save Quote
and Close



Schedule Equipment

- **You must schedule anything that has a replacement value exceeding \$2,001. For each item you would like to insure, list the Make, Model, Serial Number and Replacement cost. The amount you schedule here will be added to your unscheduled limit to make your total policy limit.**

- The quote is generated by your answers and our rating factor. Please review all information in your quote before binding. To edit your quote, click “edit”
- **If you wish to bind this quote, click on “bind coverage” in the bottom right hand corner of your quote summary page to proceed to pay online with your credit card.**
 - Make sure that the credit card number and billing information are correct- most failed payments are a result of an incorrect billing address
 - We do not offer financing plans and the entire payment must be made at the time of purchase
 - Click [submit payment](#) to bind the policy. It will be immediately active, or active on the day you designated. You’ll now have access to your policy documents on your homepage dashboard.

Before You Apply:

What are the requirements to purchase a policy?

All who apply must have a permanent US mailing address, a valid US credit card, and a valid email address for login purposes. The email address must be checked and maintained.

InsureMyEquipment.com utilizes email to send certificates, invoices, and renewal information. All covered equipment must be production equipment or affiliated equipment to qualify.

What is ‘Inland Marine’ insurance?

Inland Marine insurance is a specialized insurance that covers movable property. The name for the coverage stems from the origins of insurance, where Marine insurance covered a ship and its cargo while at sea and Inland Marine insurance covered the cargo between being offloaded from the ship and reaching its final destination. The coverage has since evolved to include various types of movable property: in this policy’s case, production equipment.

Who is Heffernan Insurance Brokers?

Heffernan Insurance Brokers is the parent company of InsureMyEquipment.com and InsureMyInstrument.com, along with the other affiliated websites. Heffernan is the largest privately held brokerage in California and the 9th largest in the United States. The Heffernan Los Angeles office is home to InsureMyEquipment.com.

Check out Heffernan’s Branding video [here](#).

Check out the Heffernan story [here](#).

What is owned/leased equipment insurance?

Owned/leased equipment insurance provides coverage for equipment owned by the policyholder. This insurance will indemnify the policyholder in the event that their equipment is lost or damaged in a covered claim event. InsureMyEquipment.com offers equipment insurance for production equipment at replacement cost.

What types of equipment does this policy cover?

This policy covers all types of production equipment including, but not limited to, cameras, camera equipment, lenses, sound, lighting, and grip equipment, communications equipment, portable electric equipment, editing and projection equipment, office personal property, generators, mechanical effects equipment, props, sets, wardrobe and all similar personal property and any related production equipment.

What does this policy cover?

This is an all-risk peril policy (subject to exclusions in policy). This policy has **WORLDWIDE COVERAGE**, which means it covers equipment anywhere in the world, excluding countries sanctioned by the US State department. There is a comprehensive list of these countries by visiting the U.S. Department of the Treasury's website:

www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx

IMPORTANT THINGS TO NOTE:

- There is an increased claim deductible of \$2,500 per occurrence for any claim arising internationally.
- Coverage is limited while in Mexico to a limit of \$25,000. This limit applies whether or not the actual policy limit exceeds that amount. If an increase above \$25,000 is required, contact InsureMyEquipment.com to answer additional underwriting questions and pay increased premium.
- **There is NO COVERAGE for theft from an unlocked vehicle**
- Coverage is limited to \$75,000 for coverage from a locked but unattended vehicle. This limit can be increased to \$100,000 with additional underwriting.

The policy covers the loss or damage to your equipment as a result of the following:

- Theft from insured
- Accidental damages (i.e. Scratches, Dropping Equipment, etc.)
- Equipment in transit
- Incidental water damage from accidental exposure (eg. Exposure to precipitation, accidental dropping into water. Underwater equipment must be endorsed onto the policy)
- Fire
- Earthquake
- Flood
- Smoke
- Falling Objects
- Lightning
- Explosion
- Windstorm
- Hail
- Terrorism

What does this policy exclude?

NOTE: All policyholders are responsible for reviewing their policy, including the exclusions. The following list is not meant to replace the policy language and/or the exclusions on the policy. The insurance carrier is Atlantic Specialty Insurance Services.

Below are some major exclusions on this Inland Marine Policy:

- Equipment that is not production equipment
- Equipment breakdown (wear & tear)
- Deterioration
- Items valued above \$2,001 that are not individually scheduled onto the policy
- Equipment intentionally afloat, submerged, or underwater (contact us to add an "underwater endorsement")

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- 3rd party rental coverage when policyholder makes more than 25% gross annual income from rental operations (This policy is not meant for rental operations.)
- Vermin
- Seizure or destruction of property by order of governmental authority
- War including Civil War
- Insurrection
- Rebellion
- Illegal transportation or trade
- Illegally obtained equipment
- Fine art repairing or restoration
- Intentional acts
- All Remote Controlled aircraft

How do I access my policy and invoice?

You will have access to your insurance documents immediately after your policy purchase. On your homepage dashboard the link to download policy documents will give you access to your inland marine policy and invoice in PDF format.

How do I pay for this policy?

Payment is only accepted online at InsureMyEquipment.com with a major US Debit or Credit Card. InsureMyEquipment.com does not accept checks, money orders, wire transfers, or any form other than a credit card. We cannot take payments by phone or through email – purchases must go through InsureMyEquipment.com. We don't offer any financing plans. The full policy premium must be paid at the time the policy is purchased.

Is underwater equipment covered by this policy?

Underwater equipment coverage is not included in your standard policy. The coverage can be added if you have already purchased equipment insurance for the equipment. Contact InsureMyEquipment.com with the following information: Make, Model and Replacement Cost for all items you'd like to include in the endorsement & the dates of use. You will receive a quote for the additional coverage.

This means that coverage will only apply to policies which have added underwater coverage for equipment underwater or afloat. Further, the equipment must be in underwater housing designed for underwater use.

What is the policy's minimum premium amount?

The annual policy minimum premium is \$455, including a \$75 admin fee. Owned equipment policies are only offered on an annual basis. You may increase your limit or add short or annual term rented equipment coverage by paying additional premium after policy purchase.

Can I rent out my equipment to others for their use and still be covered?

Yes, policyholders can rent their equipment to others. Renting equipment constitutes voluntary release of equipment by the owner to a 3rd party for that 3rd party's use. If you are an owner/operator who charges a rental fee while operating your own equipment, our policy does not consider this a rental.

If you release your equipment to a 3rd party and charge a fee for its use, our policy **limits coverage for these rental operations to 25% of your total gross revenue** generated from the use of your equipment (see example). Policyholders that violate this restriction on rental operations are subject to a void of coverage in the event of a claim.

In the event that your limited rentals are covered by this policy, we strongly recommend that you retain your policy's deductible from customer as a deposit, as well as require the renter to submit their driver's license for your records, maintain their own separate insurance policy, sign a rental agreement, and provide references.

*FOR EXAMPLE: You own 3 cameras and only need 1 when you film projects, so you rent the other 2 cameras to 3rd parties for additional revenue. Your gross annual revenue is \$40,000 from film operations and \$10,000 from rental operations. So, $\$10,000/\$50,000=.2*100\%=20\%$. In this case, the rental operations would be covered by this policy.*

NOTE: Theft of equipment by renters is not covered by your policy. Because you voluntarily released your equipment to a renter & the renter violated your agreement, our policy does not provide coverage and you are liable for replacing your equipment yourself. However, involuntary theft (i.e. robbery, burglary, etc.) is covered in this policy.

Does this policy cover General Liability? What if I need to list my vendor as "Additional Insured"?

This policy provides **no liability coverage**. To issue a certificate listing a vendor as "Additional Insured", one must have liability coverage. For liability coverage through InsureMyEquipment.com, find the link to apply for Camera Operator Liability policy the homepage dash

Does this policy cover drones/RC aircraft and any attached equipment?

This policy does not cover drones while in operation. Check out AllianzDrone.com for drone insurance. inconvenience. The policy provides all other standard program coverage for both drones and other RC aircraft while on the ground, in storage or transit, but our program does not cover any equipment while in flight.

Does this policy cover theft from an unlocked vehicle?

No. This policy will provide no coverage for theft from an unlocked vehicle. Unfortunately, there is no option to add the coverage to this policy for both owned and rented equipment.

Does this policy cover theft from a locked but unattended vehicle?

Yes, this policy will cover theft from a locked but unattended vehicle **up to \$75,000** regardless of your policy limit. The limit for theft from an unattended vehicle can be increased to \$100,000 after additional underwriting and premium when you contact InsureMyEquipment.com.

During Your Application:

What does "Total Owned/Leased Equipment Limit" mean?

This limit represents the total replacement cost of your owned equipment. Your total owned/leased equipment limit is the sum of your **UNSCHEDULED** owned equipment limit and **SCHEDULED** owned equipment limit. The rate for both types of equipment is the same, regardless of being scheduled or unscheduled. But, if an item is valued above \$2,001 it **must be scheduled** for coverage to apply in the event of a claim.

\$1,000,000- Maximum Total Owned Equipment Limit without underwriter approval

\$250,000- Maximum limit for a single scheduled item

Is Leased Equipment covered by this policy?

When you lease a piece of equipment for a year or more, this item is considered an owned piece of equipment under this program.

If leased equipment has a value exceeding \$2,001, it must be “scheduled.”

To issue a proof of insurance to a lessor, find the link to Issue a Certificate on your homepage dashboard.

What is the ‘Unscheduled’ equipment limit?

Your total owned/leased equipment limit is split into 2 separate categories: the first is the **UNSCHEDULED** equipment limit. This limit is the total of all items you own/lease that are individually valued at or under \$2,001. In other words, your unscheduled equipment limit is a floating blanket limit for all your smaller, miscellaneous items. These items do not need to be itemized on your policy. Just add up the grand total of all unscheduled equipment and that will be the Unscheduled Owned Equipment Limit. This limit serves as the maximum that the insurance carrier would pay for all items individually valued less than \$2,001 in the event of a total loss. **Note:** We still recommend that you maintain your own record of unscheduled items including receipts/proofs of purchase, as those things are needed in the event of a claim.

FOR EXAMPLE: You own many miscellaneous items such as battery packs, cords, lenses, etc. with a total around \$30,000. None of the items have a replacement cost that exceeds \$2,001. You do NOT need to schedule any of these items. Instead, set your unscheduled limit at \$30,000. You would be covered up to that amount for unscheduled items in the event of a total loss.

What is the ‘Scheduled’ equipment limit?

Your total owned/leased equipment limit is split into 2 separate categories. The first is described above and the second is the **SCHEDULED** equipment limit. This limit is for all items you own/lease that are individually valued at more than \$2,001. To maintain valid coverage, all of these items must be listed onto your policy with make, model, serial #, and replacement cost. If left unscheduled, the carrier will deny coverage in the event of a claim. You have 30 days from the first date of coverage or 90 days from the date of new equipment acquisition to schedule your equipment. You are required to maintain receipts or proofs of ownership of all these items, digital or hard-copy. You can update your policy’s schedule after you apply for the policy or any time from your homepage dashboard.

FOR EXAMPLE: You own 2 cameras valued at \$10,000 each for a total of \$20,000. You have to add both of these items to your equipment schedule both of these cameras separately under your scheduled equipment limit. When you apply

What is ‘Rental Reimbursement’ coverage?

This is an additional coverage that can be added to an Owned/Leased equipment policy.

In the event that a policyholder’s equipment has been lost or damaged in a covered claim incident, this coverage would reimburse the policyholder for the cost to rent replacement equipment until their own is replaced or repaired. There is a 72 waiting period after a claim occurs during which rentals are not covered by this endorsement. After the 72 hours are over, coverage applies up to the policy’s limit for Rental Reimbursement and payment will be included in the total claim settlement.

FOR EXAMPLE: You are scheduled to film a short and, days before the project, your house is burglarized and your insured HD camera is stolen. Rather than cancel your upcoming job, you decide to rent the same HD camera from a rental house while you wait for the insurance claim to be settled and replace your HD camera. The rental reimbursement coverage will reimburse you for the rental cost you incurred, starting 72 hrs. after the initial report of your claim. The amount you are reimbursed will not exceed the selected limit for Rental Reimbursement on the policy.

Note: \$30,000 is the max limit of Rental Reimbursement coverage. The limit applies annually.

What is 'Rented' Equipment Insurance?

Rented Equipment insurance is meant to provide coverage for equipment rented from a 3rd party, like a rental house or individual. The insurance values equipment on a 'replacement cost' basis and provides coverage for the same perils as the Owned Equipment policy. When purchasing an Owned Equipment policy, one has an option to add on an annual rented equipment limit to cover their rentals during the year. The rented equipment limit can be increased at any time during the policy's term. The policyholder also has the option to add a short-term rented equipment coverage endorsement during their policy term.

The Rented Equipment limit is the maximum amount of equipment the policyholder can rent at any given time throughout the policy period.

FOR EXAMPLE: A policyholder has an owned equipment policy with \$20,000 rented equipment coverage included. One day he has rented one \$10,000 camera from Rental House A and one \$10,000 camera from Rental House B. On that day, he should not have rented any other items, as he would have been over his rented equipment limit of \$20,000. Alternatively, it would be acceptable for him to rent one \$20,000 camera from Rental House A on day one and another \$20,000 camera from Rental House A a week later, after he has already returned the camera from Rental House A.

If a policyholder plans to rent from an individual who is not a licensed rental house **these are guidelines to follow:**

- Make sure that the individual has adequate insurance for their own equipment
- Make sure that the individual has valid receipts and proofs of purchase for their own equipment
- Make sure there is a valid rental agreement in place

FOR EXAMPLE: For every production you participate in, you rent approximately \$30,000 of gear at replacement cost. You never rent more than \$30,000 in equipment at any given time throughout your policy. It would make sense for you to purchase \$30,000 in rented equipment coverage on an annual basis. In the event that you need to rent more equipment, you can add a short-term rented equipment endorsement or permanently raise your limit

What is a 'Short-Term' Rented Equipment Endorsement?

A short-term rented equipment endorsement is an additional coverage that is available to owned equipment policyholders at any time during their policy period. The endorsement provides short-term rented equipment coverage in the amount specified by the policyholder. If a policyholder needs to rent equipment for a short period of time and the replacement cost value of all rented equipment will exceed their annual rented equipment limit, they can purchase the endorsement to make up the difference in value.

FOR EXAMPLE: Your current rented equipment limit is \$20,000. You have a 2-day, \$30,000 rental. You can purchase a short-term rented equipment endorsement for \$10,000 for 2 days to satisfy the required \$30,000 limit.

What is 'Loss of Use' Coverage?

This is an additional coverage that can be added onto an owned equipment **that already has rented equipment coverage**. The coverage applies when a policyholder has rented equipment from a 3rd party and needs to file a claim for that equipment. The equipment which has been lost or damaged may be causing a financial burden to the owner, as they could have re-rented the equipment to make more rental income. The coverage applies 72 hours after the claim occurrence and will reimburse the rental house for lost income up to the policy's specified limit.

FOR EXAMPLE: You rent a camera from a rental house for 1 week with a rate of \$500/wk. During your rental, you damage the camera so it requires repair that takes 3 weeks. The rental house could demand you reimburse them for the \$1,500 in lost income they would have received had you returned the camera in working form. With LOU coverage, the policy will pay for the rental house's lost income subject to a 72-hour waiting period and your policy's limit.

Note: Loss Of Use limits options are \$5,000, \$10,000, \$15,000, \$20,000 & \$25,000. If the coverage is being purchased for a *short term rental covered by a short-term rented equipment endorsement*, a limit of \$5,000 in LOU Coverage applies.

Do I need to "schedule" my rented equipment?

While your Owned Equipment policy differentiates scheduled and unscheduled by items valued below and above \$2,001, the differentiator for rented equipment coverage is \$100,000.

You only need to schedule a rented equipment item if it has a replacement cost that exceeds \$100,000. Otherwise, you do not need to individually list the item onto your policy.

As a Policyholder:

How do I make changes to my policy throughout the year?

As a policyholder with InsureMyEquipment.com, you have the power to make most policy related changes online at any time from your account dash. For example; you can increase your policy limits, issue a certificate of insurance, add a short-term rented equipment coverage or annual rented equipment coverage, renew your policy and more.

Some things will require the help of our staff such as, changing your address or policyholder name, cancelling or decrease your policy limits, adding an underwater endorsement or increasing your limit for theft from an unattended vehicle or claims while in Mexico. For all of these things, please send an [email](#) for assistance.

How do I log in to my account dashboard?

- From [here](#), click log on in the top right corner of the page
- Your username is the e-mail address associated with your account
- From your homepage dash, you'll be able to perform most policy functions.

How do I change my password?

If you have forgotten the password associated with your email address, head to InsureMyEquipment.com and click the link to log on in the top right corner of the page.

- Click *forgot password* and enter the account's email address
- If you encounter an error message, make sure the email address you typed in is the one associated with your account
- If you do not have access to the original email associated with the account, send an [email here](#) for help.

If you simply need to update your password, find the link to 'change password' on your account dashboard. Follow the steps to change your password and press 'Submit.'

How do I download my policy?

Once a policy has been purchased, the policyholder has the ability to download the full policy in PDF format. To access this document, click the "Dashboard" in the top right corner of the page.

- Click the link to Download Your Policy Documents
- Click the link for Policy

How do I download a copy of my invoice or receipt?

Once a policy has been purchased, the policyholder has the ability to download the full invoice/receipt/proof of purchase in PDF Format. Invoice documents will always include all payments made, including the original transaction and any additional coverage or increases purchased thereafter.

- Click the link to Download your Policy Documents
- Click the link for Invoice

Note: If the policy has already expired, you no longer have access to the invoice. Check your email documents for the original email receipt. If you cannot locate it, please email for help.

How do I issue a certificate?

A few situations will call for a proof/certificate of insurance. Policyholders can issue certificates of insurance at any time from their homepage dash. Certificate holders should **not be the policyholder**, but instead, another individual who would receive reimbursement in the event of a claim.

- On your Dashboard under **Policies**, click the link to *Issue a Certificate*.
- If you have already issued a certificate to the entity before, use the drop down menu to choose their name after *Select Existing Holder:*, then continue.
- If you need to enter a new certificate holder, click the button next to "New Certificate holder"

Note: The certificate will be emailed to you the email address you designate for the rental house as well as your email. The cert will remain on your account for the duration of your policy. The rental house will be able to verify that the cert is real by using the unique code presented on the third page of your certificate of insurance.

Certificate Of Insurance Request

*A certificate of insurance is made for a third party (not the policyholder) who is requesting proof of insurance or to be added as a loss payee. **DO NOT list yourself as the certificate holder** - you are already insured under this policy. The certificate holder is the entity you wish to include in your policy, e.g. a rental house. Please contact us at InternetBusinessDivision@heffins.com if you have any questions.*

* Select Existing Holder:

Rental House Quote Number or name of person who placed rental order:

If you need to add a new certificate holder please click the New Certificate Holder button below.

What is my policy's deductible and how is it determined?

In the event of a claim, the deductible is the amount that the policyholder will pay before the insurance carrier steps in to indemnify for a loss. For example, a total loss of \$10,000 occurs with a policy having a deductible of \$500. The policyholder in this case would receive a settlement amount of \$9,500.

The policy deductible can be found on the common policy declaration page (or on the second page of any certificate you may issue.) Deductibles are determined by the total limits of owned equipment, rented equipment, RR coverage, and LOU coverage on a policy.

The minimum claim deductible is \$500 and the amount increases up to \$2,500 depending on the amount rented or owned.

Note: The deductible will always be increased to \$2,500 for claims occurring internationally or where there has been a theft from an unattended conveyance.

How do I increase my owned equipment limit?

IF equipment has been purchased after policy inception, the policy's equipment limit can be increased through the account dashboard, to include coverage for the new equipment. Note that the policyholder has up to 90 days from purchase of scheduled items, to add coverage for those items to the policy by "scheduling" them. From your Account Dash:

- Under **Policies** click *Increase Equipment Amount*
- You'll land on a page which includes a summary of existing coverage
- Update the New Owned Equipment Amount to your desired limit. This will be your new total replacement cost (both scheduled and unscheduled combined)
- Verify your credit card number and billing information, then click *Submit Payment* to finalize the increase
- The increased limit will automatically apply to your unscheduled equipment limit

How do I increase or add annual rented equipment coverage?

From your Account Dash:

- Under **Policies** click *Increase Equipment Amount*

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- Update the New Rented Production Equipment Amount to your desired limit. This will be your new total replacement cost
- Verify your credit card number and billing information, then click *Submit Payment* to finalize the increase
- The increased limit will automatically apply to your unscheduled equipment limit
- From your Account Dash, send an updated certificate of insurance if needed

How do I add a short-term rented equipment endorsement?

Short-term rented equipment endorsements are optional short term increases to your rented equipment coverage. These endorsements can be added at any time during your annual policy term, and for varying amounts depending on your needs. Short-term endorsements enable you to increase your limit temporarily without having to increase your annual coverage. From your Account Dash:

- Under **Policies** click *Add Short-Term Rented Production Equipment*
- Update the first field with your desired rental equipment limit
- Select the pick-up and drop-off date. Note that policies expire at 12:01AM. This means that one may have to select a Drop-Off Date that is one day after their actual Drop-Off Date.
- Enter your correct billing information and click the icon to *Submit Payment*

Note: After the endorsement has been added, you may have to go back to issue a new certificate to your vendor. To do so, head to your Account Dash:

- Click *Issue a Certificate*.
- Either select an already known certificate holder from the drop-down menu, or select the icon to “*Select New Certificate Holder*” to enter the credentials for a new individual or entity
- **Important!** Click the dropdown window next to *Certificate Period*
- Select the option that lists your short-term endorsements date and limits.

How do I modify a short-term rented equipment endorsement?

Once a short-term endorsement has been purchased, the limit and dates can be changed from the Account Dash:

- Under **Policies** click the link to *Modify Your Short-Term Endorsement*
- To increase the short-term equipment limit, enter the new desired limit total. You cannot decrease limits online. To decrease limits, [email us](#).
- To extend the dates of the endorsements, enter the new desired pick-up and drop-off dates.
- Coverage can only be extended and the start date of coverage cannot be changed once the endorsement has been purchased
- Click Continue
- On the new endorsement quote page, check the revised limit and revised dates to ensure the new endorsement matches your requirements. Click back to make changes.
- Make sure that billing address is correct and click the link to *Submit Payment*

Note: You may have to issue a new certificate of insurance to your vendor. To do so, follow the instructions to [issue a certificate](#).

How do I increase or add Rental House Loss of Use Coverage?

Loss of Use Coverage is an additional, optional coverage. If you choose to purchase this coverage, you have the ability to increase the limit at any time during your policy term. If you do not elect to include this coverage at policy inception, you can add it at any time. From your Account Dash:

- Under **Policies** click *Increase Equipment Amount*
- Scroll down to the drop down for *Rental House Loss of Use Coverage* under **New Owned & Rented Amounts**
- Enter the desired amount of coverage and select *Continue*

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- Verify your billing information and *Submit Payment*
- The policy will be updated immediately and a new policy document is available for download

How do I update my scheduled equipment?

All equipment with a replacement cost value which exceeds \$2,001 must be scheduled. The carrier can deny claims if equipment is not scheduled within 30 days of the policy's first date of coverage. To update your list of scheduled equipment, go to your Account Dash. From there:

- Under **Policies** click *Update Scheduled Equipment List*
- On the Equipment Scheduling page, add new items and edit or delete existing items
- To add an item, click the link to *add another item*
- To edit an item, click the link to *edit*
- To delete an item, click the link to *delete*
- To save changes, click *done scheduling items* on the bottom of the screen

Note: If you need to increase your owned equipment limit, click *revise owned equipment amount* to view a quote for the increase. You'll be able to update the total new owned equipment amount (combined total of scheduled and unscheduled items).

How do I decrease my policy limits?

If, for whatever reason, you have lost equipment during your coverage term, you can request a decrease in your coverage limit. Because of our fraud prevention guidelines, InsureMyEquipment.com staff must assist with the decrease in coverage. Send us an [email](#) with the following information:

- Current Policy Number, Name and Email
- Requested decrease of coverage type and amount
- List of any scheduled items which will need to be removed
- Reason for the decrease

How do I renew my policy?

During the term of your policy, you will receive renewal notices by email, beginning 90 days prior to expiration. The notices will summarize current coverage as well as provide the quoting premium for a renewal policy.

From your policy's expiration, you will have a 7 day grace period to complete your renewal. After that point, you will need to start a new application to obtain a policy. As the policyholder, it is your responsibility to renew your policy prior to its expiration. If payment is not processed before policy's expiration date, the policy will automatically lapse and non-renew.

To renew, log in at InsureMyEquipment.com. From your Account Dash:

- To the right of active policy, click the link *Click Here to Renew (to avoid redundancies, make sure to click this link instead of applying for a new policy when it comes time to renew.)*
- For Owned Equipment
 - o Add the total replacement cost of unscheduled equipment to the total replacement cost of scheduled equipment to make the total policy limit
 - o If you wish to only increase your unscheduled equipment limit and not your scheduled equipment, proceed with the rest of the renewal application
 - o To schedule equipment, proceed with your application to the quote page after you've made all necessary limit changes. Here, you can adjust your schedule
- For Rental Reimbursement coverage:

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- In the event that you damage your OWNED equipment and need a short-term rental to avoid interrupting your project, this provides reimbursement for the rental up to your specified limit
- You can select any limit up to \$30,000
- For Total Rented Equipment Replacement Cost:
 - This is the maximum amount of equipment you can rent at any given time. After you bind your policy, you'll have the ability to issue short-term increases to your rented equipment limit
 - You can select any limit up to \$750,000
- Proceed through the prompted Underwriting Information questions and click *Continue*
- For Loss of Use Coverage:
 - In the event that you damage your rented equipment due to a covered peril and the renter loses income as a result, this will reimburse them for their lost income
 - Coverage can be selected in \$5,000 increments up to \$25,000, but is only available when an annual rented equipment limit is included in your renewal
 - If you need to edit any values in your renewal, click *Edit Items*
 - To bind your renewal quote, click *Go to Payment*
- Verify your billing information and click *Submit Payment* to finalize

How do I cancel my policy?

If you need to cancel your annual policy, please send us an [email](#) with the following information. One of our staff members will reach out to you with cancellation details. Note that the policy minimum premium for an annual policy is \$455 and that is the lease amount earned at the time a policy is purchased. Refunds can only be considered when the original policy payment is in excess of that amount. **Note:** When cancellations are processed more than 3 months after original policy payment, the refund will be sent in check form to the address we have on file within two months of the cancellation request. Short term endorsements cannot be cancelled. Short term policies cannot be cancelled.

- Policy Number, Name and Email
- Reason for Cancellation
- Preferred Date for Cancellation
- Any update to mailing address

Claims:

How do I file a claim?

If an incident occurs in which your equipment or rented equipment has been lost, damaged or stolen while in use, storage or transit, you should file a claim as soon as possible. To file a claim, log in to your homepage dashboard.

- Under **Policies** click the link to *File a Claim*
- Complete the claim application and click *Submit*

Immediately thereafter, you will receive an email confirming receipt of your claim, as well as a document describing the claim reporting procedure and settlement process. You'll receive an email from InsureMyEquipment.com Support Staff as well.

Within 72 hours, your claims adjuster will establish contact with you to facilitate the claims proceeding. Do make sure to keep all necessary paperwork handy for the adjuster.

How does the deductible apply when I have a claim?

The policy deductible must be paid directly to the certificate holder (or withheld from your claim payout). When the insurance carrier closes the claim, the final settlement will be less the policy deductible.

FOR EXAMPLE: You experienced a total loss of \$30,000 with a policy deductible of \$500. However, the loss occurred in Spain, where the international deductible of \$2,500 applies. In this case, your final claim settlement amount will be \$27,500.

How long does a claim normally take to close?

Claims can take two weeks to one month to close. The speediness of the process depends on the readiness and availability of both the policyholder and adjuster in the collecting information phase as well as the investigation phase. Thus, it is in the policyholder's best interest to file a claim immediately after a claim occurrence and monitor their phone and email regularly in order to speed the claim process along. If you feel like your claim progress is lagging, send us an [email](#) for help.

How can I be better prepared for a claim?

We suggest that policyholders maintain an updated list of all items insured through their policy, scheduled or unscheduled, including replacement cost, serial number, make and model. Policyholders must be able to provide proof of purchase in the event of a claim. A policyholder may also need to provide additional documentation such as a rental contract in the event of a 3rd party individual damaging equipment, or a police report in the event of a theft. Having those documents readily available for the claims adjuster will help.

Make sure to report your loss immediately. If the equipment has been stolen, call the police first to file a police report. We don't recommend purchasing equipment from any unlicensed vendor, especially when the purchase is mad through an unregulated online marketplace. Please also make sure to have your address, phone number, and email always updated.

