

**RISK MANAGEMENT**

**INSURANCE REQUEST - EQUIPMENT**

**ADVANCE NOTICE FOR INSURANCE IS REQUIRED FOR TIMELY PROCURMENT**

**Self-insurance may not be available and may require commercial insurance.**

AGENCY:

ASSET:

YEAR:

MAKE:

MODEL:

VIN:

COST NEW (not purchase price):

OWNED, LEASED OR DONATED?

INTENDED USE OF EQUIPMENT?

WHO IS TRANSPORTING EQUIPMENT?

WHO INSURES TOWING VEHICLE?

IS LEASE / RENTAL AGREEMENT ATTACHED?

RENTAL OR LEASE TERM:

Person requesting insurance \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Liability insurance is required for state equipment <https://legislature.maine.gov/statutes/14/title14sec8104-A.html>

Questions? Call us 287-3351

Fax (287-4008) or email this form to  
Jen Maddox [Jen.Maddox@maine.gov](mailto:Jen.Maddox@maine.gov)

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