

REQUEST FOR FINE ARTS INSURANCE FOR ITEMS ON LOAN

This request should be in the Risk Management Office one (1) week prior to the date we are to provide insurance. (Please fax to 982-2635 or send to PO Box 400205)

Accompanying this request should be a copy of any contract or agreement signed by the owner/lender in addition to a complete itemized list of items in loan/exhibition with the owner's or an appraised value of each item.

Date of Request: _____

Period Insurance Required: From: _____ To: _____
(To include transport time if we are responsible for insuring in transit)

Dates In Transit: Leaving Owner: _____ Arriving UVA: _____

Leaving UVA: _____ Arriving Owner: _____

If being returned to anyone other than owner, provide name and address:

Date of Exhibition: _____

Location of Exhibition: _____

Contract/Agreement with list of items and their value attached? _____

Requester's Name: _____

Title: _____

Dept: _____

Address and email: _____

Telephone: _____

Signed: _____

Date: _____

**** Please remember that it is important to immediately check any loaned items upon arrival and just prior to sending them off grounds.**