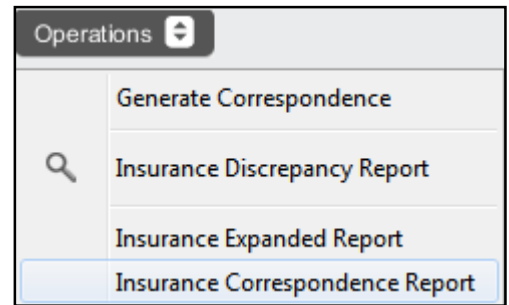


## Insurance Correspondence Report

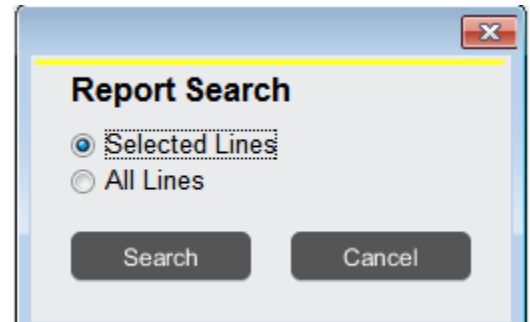
The Insurance Correspondence Report in the AwareManager is designed to be as flexible as possible. This report is used to display Email, Email History, and Letter History records related to Insurance records. The report is based on what records you have displayed in your list.

Access this report from the Operations menu on the Insurance List and select Insurance Correspondence Report.




### Search window:

This report is based on the records you have displayed in your list. You can decide whether you would like selected lines in the list to be included in the report, or all lines.



### Example of the Insurance Correspondence Report:



**Insurance Correspondence Report**  
**DIG Property Group**  
 50 Congress Street  
 Boston, MA 02109

To	Text	Date Sent	Format
<b>0005.100BE</b> Jack Brite	Insurance Expiring in 30 days  100 Beacon Street  New York, New York  Dear Jack Brite,  According to our records the insurance coverage listed on the certificate of insurance on file in our office is about to expire. Please forward evidence of renewal or replacement insurance to be received in our offices no later than 10 days prior to expiration of your insurance certificate. If we do not receive such evidence of insurance as outlined below, you will not be authorized to access the premises to provide any services until such time that evidence of current, in-force insurance is received.  Requirements: General Liability \$1,500,000 Worker's Compensation: \$750,000  Additional Insured: AwareManager Management Service Company 100 Beacon Street LLC  If you have any questions please contact the management office at 617-542-8555.	May 12, 2010	Email

Coverage	Policy	In Force Dates		Occurrence	Required Amount	Amount
		From	To			
WC	1234-45	Jan 1 08	Dec 31 08	each	\$100,000	\$75,000
GL	5556-89899	Dec 1 07	Nov 30 08	each	\$1,000,000	\$1,000,000

Printed Thu May 27 10:32:17 EDT 2010

Page 1 of 2