



Foundation Hall

Academic Year 2026-2027

Insurance Requirements

Contact Information

For questions, comments, or concerns, please reach out to Jewel Townsend.

Email: jewel.townsend@alextech.edu
housing@alextech.edu

Phone: (320) 762-4665
(320) 762-4660

Requirements - **THESE MUST BE WRITTEN ON THE UPLOADED POLICY DOCUMENT**

- The student's name must be listed as an insured on the policy.
- A minimum of \$300,000 is required for personal liability coverage.
- Must list the property address: 318 17th Avenue East, Alexandria, MN 56308.
- "Foundation Hall" must be listed as an Additional Interest.
- Must list the "Additional Interest" address: P.O. Box 477, Lehi, UT 84043.

Insurance Coverage Dates

You are required to be insured during your stay at Foundation Hall. Your policy must cover you from at least August 22 to May 12. If the policy end date occurs during your stay, you are required to provide an updated policy before the end date. You will receive a \$35 charge for each month you do not have a verified policy on file.

Homeowner's Insurance

If you or your parent(s)/guarantor is a homeowner, check with the insurance agent to see if you are covered under a homeowner's policy. In most cases, a homeowner's policy will cover you.

OR

Renter's Insurance

If you cannot use a homeowner's policy, then you are required to purchase a renter's insurance policy that covers you for property damage liability.

"Homebody" Renter's Insurance

Foundation Hall now offers reliable renter's insurance through Homebody. This affordable renter's insurance option automatically meets our requirements. For instructions for how to apply, please see below or call 1-877-577-0850.

Uploading Insurance

You must be covered by insurance for the entire duration of your stay at Foundation Hall. If you do not upload an active insurance policy that meets our requirements, **you will be charged \$35 per month** for overhead insurance coverage. If your insurance policy is denied, you will be notified by email from our software. This may go to your junk mail. If your insurance expires during your lease, you must upload a new policy document before the expiration date. The resident and guarantor are solely responsible for uploading proper insurance. The resident and guarantor are solely liable for the \$35 charge.

How to UPLOAD your own insurance policy:

1. Log in to the student's ResidentPortal account.
2. Select "My Apartment" on the left side list of options.
3. Click on "Insurance" next to the umbrella symbol.
4. Click on "Add Policy."
5. Scroll to the bottom and select "Add Your Own Policy."
6. Add the policy details.
7. Upload a copy of the insurance policy.
8. Click on "Save Policy Info."

If you are having difficulty with the software, you may send a copy of your policy document to housing@alextech.edu and the Leasing Assistant will verify and upload it for you.

How to PURCHASE renter's insurance through **Homebody**:

1. Log in to the student's ResidentPortal account.
2. Select "My Apartment" on the left side list of options.
3. Click on "Insurance" next to the umbrella symbol.
4. Click on "Add Policy."
5. Review the options and preferences.
6. Click on "Enroll Now" or "Get Homebody."

If you would like to enroll in Homebody, but are having difficulty with the software, you may enroll by calling 1-877-577-0850 or by visiting www.homebody.com.