

200 MARKET BUILDING

200 SW Market Street, Suite 1720
Portland, OR 97201

CERTIFICATE OF INSURANCE REQUEST

One of the requirements of your lease is to obtain and keep in full force and effect liability and property damage insurance. At this time, we either do not have a certificate of insurance on file or the information on the certificate we have is insufficient, missing, or it has expired. We must have a current certificate prior to granting access to the Leasehold.

Please contact your insurance agent to obtain a certificate of insurance. It should be mailed or faxed to the address listed below and include the following items:

CERTIFICATE OF INSURANCE REQUIREMENTS

- **Form** – Please use the ACORD 25-S Certificate form (7/97 or newer).
- **Additionally Insured** – Regarding the General Liability coverage, Cushman & Wakefield of Oregon, Inc. and 200 Market Associates, LP and their directors, officers, and employees must be listed as additional insureds. A copy of the Additional Insured Endorsement must be attached to the certificate.
- **Primary/non-contributory** – The certificate must state that this coverage is primary and non-contributory over any coverage Cushman & Wakefield of Oregon, Inc. and 200 Market Associates, LP may carry. A copy of this endorsement must be attached to the certificate.
- **Waiver of Subrogation** – A waiver of subrogation clause must apply in favor of Cushman & Wakefield of Oregon, Inc. and 200 Market Associates, LP, its directors, officers, and employees.
- **Named Insured** – The Named Insured(s) must be identical to the name(s) on the lease.
- **Insurers** – Insurance carriers must be rated A, VIII or better by the AM Best's Rating Service and be authorized to do business within the State of Oregon.
- **Commercial General Liability Coverage** – We require your commercial general liability policy to cover bodily injury and property damage liability with a limit at least \$2,000,000 per occurrence and \$2,000,000 in the aggregate with the aggregate limit applying on a per location basis. Umbrella or Excess coverage may be used in combination with the General liability coverage to provide the required limits.
- **Property Insurance** - Coverage on a "Special Form" basis covering the tenant's own property, tenant improvements, and loss of business income for the full replacement cost of the property of loss of income.
- **Cancellation** – Policies may not be cancelled or the policy limits reduced without at least 45 days (10 days for non-payment of premium) advance written notice as required by Oregon state law. Under "Cancellation", the following verbiage should be crossed out: "endeavor to" and "but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives".

Send or fax (503) 227-2549 Certificate of Insurance and Endorsements to "Certificate Holder":

200 Market Associates, LP
200 SW Market Street, Suite 1720
Portland, OR 97201

Thank you for your assistance in obtaining this important information. If you or your agent have any questions, you may contact us at (503) 228-8666