



FRANKLIN TOWER MOVING COMPANY REQUIREMENTS

Please submit a Certificate of Insurance from your moving company evidencing:

- Worker's Compensation Insurance Statutory Limits
- Employer's Liability: \$100,000 each accident
 \$500,000 policy limit-disease
 \$100,000 disease - each employee
- General Liability Insurance Limits Primary: \$1,000,000 each occurrence-BI & PD
 \$2,000,000 general aggregate per location
 \$1,000,000 agg. prod. - comp. oper
 \$1,000,000 personal injury & adv. injury
 \$5,000 medical expense
- Limits Excess: \$5,000,000

SRI EIGHT FRANKLIN TOWER, LLC, Shorenstein Realty Services, L.P., Shorenstein Management, Inc., Shorenstein Company, LLC and Shorenstein Property must be named as Additional Insured's.

Note: The Certificate of Insurance may be e-mailed to Teri Tsukayama at tsukayama@shorenstein.com or faxed to the Property Management Office at **(202) 682-1559** with an original to follow via regular mail. A scheduled move may be delayed if the Certificate of Insurance is not complete or correct.

Property Management will inspect the moving route before and after your move.

The Tenant's responsibilities will include the following:

- ◆ Scheduling move arrivals and departures at least 24 hours in advance.
- ◆ Scheduling move after normal business hours (**M-F: 6 p.m. - 7 a.m., Sat.-Sun.: 24 hrs.**).
- ◆ Supervising help.
- ◆ Providing access to restrooms.
- ◆ Prohibiting the use of the main lobby without special approval and preparation.
- ◆ Requiring placement of rigid boarding in the freight elevator and over the pathway to and from elevator and offices.
- ◆ Protecting wall-covering and corners with shields.
- ◆ Keeping elevators padded.
- ◆ Using established service routes and access doors.
- ◆ Making repairs to building damages and/or reimbursement for costs.
- ◆ Removing all packing materials.
- ◆ Notifying Property Management of any problems during your move relating to the building.