

TO: Insurance Agent
RE: Request for a Certificate of Insurance
FROM: Insured: _____

Please send an original Certificate of Insurance with the following areas of coverage.

Property / Location Where Work Will Be Performed

101 N 1st Avenue (office building) and/or 21 W Van Buren Avenue (parking garage)
Phoenix, AZ 85003

Required Coverage

- Commercial General Liability \$1,000,000 per occurrence
- Shall not contain a deductible exceeding \$10,000 (**please list on your policy**)
- General Aggregate \$2,000,000 per occurrence
- Products-Completed Operations Aggregate \$2,000,000
- Personal Injury \$1,000,000 per occurrence
(subject to \$2mil aggregate)
- Auto Liability \$1,000,000 per occurrence
- Workers' Compensation \$500,000 each accident
- Excess/Umbrella Liability \$5,000,000 (not less than)
- Crime and Employee Dishonesty \$100,000 per occurrence
(deductible not to exceed (\$10,000))

Required Additional Insured Endorsement

The endorsement page must be sent along with the Certificate. The Additional Insured are:

- POP/101 Tower, LLC
- Pacific Office Properties Trust, Inc.
- Pacific Office Properties, L.P.
- Pacific Office Management, Inc.
- Shidler West Investment Partners, L.P.

Required Cancellation

Insurance carrier must provide thirty (30) days advance written notice prior to cancellation.

An original Certificate of Insurance must be mailed to the following address:

Pacific Office Properties / 101 Tower, LLC
101 North First Avenue
Suite 2090
Phoenix, Arizona 85003
Phone: (602) 257-0070
Fax: (602) 257-1171

Thank you in advance for your prompt attention to this matter. Should you have any questions, please contact the Property Management Office at (602) 257-0070.