

INSURANCE REQUIREMENTS

All consultants/contractors/subcontractors performing work at The Tower or using the loading area, at any time, must obtain and maintain the insurance coverage specified below, in a form and from insurance companies reasonably acceptable to Owner, and shall keep a current Certificate of Insurance on file with The Worthe Real Estate Group, Inc. (“**Property Manager**”) in accordance with the following insurance requirements:

- Employers Liability \$1,000,000
- Commercial General Liability (“CGL”), Bodily Injury and Property Damage including Premises-Operations and Products-Completed Operations, Blanket Contractual, Independent Contractors, Personal and Advertising Injury, XCU Hazards Coverage, No Insured vs. Insured Exclusion or Limitation \$1,000,000 per occurrence, \$1,000,000 personal and advertising injury, \$1,000,000 general aggregate (with a per location endorsement specifying the Property), \$1,000,000 products-completed operations aggregate
- Commercial or Business Automobile Liability, Bodily Injury and Property Damage (including owned, non-owned, leased and hired vehicles) \$1,000,000 each accident
- Workers Compensation In compliance with requirements of the State where the Property is located
- Umbrella or Follow Form Excess Liability At Least As Broad As Primary CGL \$5,000,000 per occurrence, \$5,000,000 annual aggregate
- Garage Keepers Legal Liability (when applicable) \$1,000,000
Subject to a deductible provision not to exceed \$250 per occurrence
- Garage Liability Insurance (when applicable) \$1,000,000
Combined Single Limit
- Non-occupational and Disability Insurance, if required by the State where the Property is located
- Fidelity Bond coverage on a blanket basis covering Contractor and all those of its employees who have access to or are responsible for the handling of Agent’s or Owner’s funds, in an amount as Agent

or Owner shall reasonably request, having such deductible as shall be determined from time to time by Agent or Owner, and naming Owner as a loss payee

ADDITIONAL NOTES:

1. With respect to CGL and Umbrella/Excess Liability coverage, **Tower Burbank Owner, LLC, and The Worthe Real Estate Group, Inc. (“Worthe”) and all Related Interests** must be named as an additional insureds by *signed endorsements*, and on the Certificate of Insurance, both in form and content acceptable to Worthe.
2. Certificate of Insurance is to be furnished evidencing compliance with all insurance requirements. Each policy shall be endorsed to provide Worthe with not less than thirty (30) days prior written notification in the event of cancellation or non-renewal. Tenant or Vendor/Contractor, as applicable, shall provide complete copies of its insurance policies to Worthe upon request.
3. Certificate shall state, and each policy shall be endorsed to provide, that “Such policies are primary and non-contributory and any insurance carried by Worthe is excess.”
4. **Please note on the certificate the name of the project and/or client that this certificate is being requested for.**
5. Mail certificate to: Tower Burbank Owner, LLC
C/O The Worthe Real Estate Group, Inc.
3900 W. Alameda Ave
Burbank, CA 91505
6. **IMPORTANT NOTICE:** DIFFERENT AND/OR ADDITIONAL COVERAGES MAY BE REQUIRED IN THE SOLE DISCRETION OF WORTHE DEPENDING UPON THE NATURE, SCOPE AND RISKS OF THE OCCUPANCY, WORK OR SERVICES.
7. Contractor shall carry the above indicated at his/her own expense.
8. All policies shall provide, by policy provision or endorsement acceptable to Worthe, for waiver of the insurers’ rights of recovery (by subrogation or otherwise) against Worthe, Agent and Owner.
9. If you have any questions about our requirements, please call the Office of the Building at or email the Property Manager. All incomplete Certificates of Insurance will be returned to the vendor for correction and reissuance.