



## PALISADES

### Moving Company Requirements

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

- Workers 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

**The Additional Insured must read exactly as listed below:**

**SRI Seven Palisades LLC., Shorenstein Realty Services, L.P. , Shorenstein Properties LLC, Shorenstein Company LLC, Shorenstein Management, Inc., and their respective Members, Partners, Executive Officers, Directors and Stockholders and are named as Additional Insured ("Additional Insured"). Insurance is primary and non-contributory to any other insurance provided by SRI Seven Palisades, LLC, Shorenstein Properties LLC, Shorenstein Companies LLC, Shorenstein Management, Inc. and/or Shorenstein Realty Services LP. Insured and Insurance Carrier hereby waive their rights of recovery by way of subrogation against SRI Seven Palisades, LLC, Shorenstein Properties LLC, Shorenstein Companies LLC, Shorenstein Management, Inc., Shorenstein Realty Services LP and/or any other party specified by Additional Insured at any time and from time to time in connection with any matter covered by this policy.**

**Note:** The Certificate of Insurance may be e-mailed to Jennifer Jackson at [jjackson@shorenstein.com](mailto:jjackson@shorenstein.com) or faxed to the Property Management Office at (678)501-3501 with an original to follow via regular mail to Shorenstein Realty Services, 5901-C Peachtree Dunwoody Road, Suite 155, Atlanta, Georgia 30328, ATTN: Jennifer Jackson.

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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 pm to 6 am, Sat-Sun: 24 hours)
- ✓ Supervising help
- ✓ Prohibiting the use of the main lobby without special authorization and preparation
- ✓ Requiring placement of rigid boarding in the freight elevator and over the pathway to and from the 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.