



2800 W. Higgins Road, Suite 170
Hoffman Estates, IL 60169
O (847) 884-2800

COMPANY INFORMATION

Company Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Website Address: _____

BUILDING CONTACTS

Name(s) of individual(s) within your company responsible for decision making and on-going operation. We will also need their addresses and cell phone numbers for our confidential file:

Contact Name: _____ Contact Name: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Cell Phone: _____ Cell Phone: _____

SIGNAGE

Please list how your company name should read on the lobby directory, as well as the 9"x9" tenant identification plaque, which will be affixed to the wall adjacent to your suite door.

Directory: _____

Tenant Plaque: _____

KEYS

How many suite keys will be needed (six suite keys are issued at no charge, additional keys are \$2.20 each).

Number of Suite Keys: _____

INSURANCE

A Certificate of Insurance is required, as detailed in the Liability section of your lease.

All of the below should be named as Additional Insureds:

- Oconee Real Estate Holdings VI – Green LLC (Owner)
- Cushman & Wakefield U.S., Inc. (Managing Agent)
- Voya Investment Management LLC (Mortgagee)

And the Certificate Holder should be:

Oconee Real Estate Holdings VI – Green LLC
c/o Cushman & Wakefield U.S., Inc.
2800 West Higgins Road
Hoffman Estates, IL 60169

BUSINESS LICENSE

Please contact the Village of Hoffman Estates, Clerks Office, (847) 882-9100, to request the form be sent to you to apply for a business license.

MOVER

List the name of your moving company, contact name, phone number and obtain a Certificate of Insurance from them.

Moving Company: _____

Contact Name: _____

Phone Number: _____

Movers to Contact for Quote:

Advantage Moving & Storage - (847) 658-3600

Boyer Rosene - (847) 593-8700

E-MAIL ADDRESS

Please provide the e-mail address for the person that will be responsible for on-site decision making:

Name: _____

E-mail: _____

BUSINESS DESCRIPTION

Often times the management office receives inquiries as to what types of businesses are located in the building. In order for us to be more knowledgeable of your business function, please provide a short paragraph describing this.

Company Name: _____ Suite Number: _____

Business Description:

BILLING INFORMATION

Will monthly rent be paid from local or corporate? Please list contact name, address, phone and e-mail address:

Name: _____

Address: _____

Phone Number: _____

E-Mail: _____

Please list local phone and fax numbers, if different from above:

Phone Number: _____

Fax Number: _____

EMERGENCY CONTACTS

Company Name: _____

Address: _____

Suite Number: _____

After hours emergency which necessitates management to contact tenant (if different than Building Contacts):

1) Contact Name: _____

Home Address: _____

City, State, Zip: _____

Cell Phone: _____

2) Contact Name: _____

Home Address: _____

City, State, Zip: _____

Cell Phone: _____

Note: This information is kept in a confidential file and will not be given to anyone.

EMERGENCY EVACUATION PLAN

The Village of Hoffman Estates board of trustees passed ordinance no. 3429-2002, which requires buildings exceeding 50,000 sf. in size to submit an evacuation plan to the village.

Included within this requirement is the necessity to form an emergency response team. This would consist of two fire wardens on each floor, as well as one or two fire marshals for your company (depending on number of employees).

Tenant Fire Marshal – Remain in suite until all employees have vacated, shutting all doors and report to the floor fire warden at the stairwell exit that the suite is vacated. Each tenant must appoint two fire marshals in case of absence.

Floor Fire Wardens – Remain on floor at designated stairwell exit until the fire marshals have reported to you that their suite is empty. The fire warden would then exit the floor and report to the Emergency Coordinator located at the exit on the first floor, that their floor has been vacated.

Tenant Name: _____

Tenant Fire Marshals: _____ (Main)
_____ (Alternative)

Floor Fire Warden: _____ (Main)
_____ (Volunteer)

Employee names who may
need assistance evacuating: _____

Village of Hoffman Estates BUSINESS/GENERAL PREMISE LICENSE Application (please call for fees)
1900 HASSELL ROAD HOFFMAN ESTATES IL 60169 Village Clerk Phone: 847-781-2625

*New _____ Existing _____ Address Change _____ New Owner _____

Business Information:

Business Name _____

Business Address _____ Suite # _____

HOFFMAN ESTATES, IL Zip _____ **Business Phone** _____

Business Fax _____ TAX ID # _____
(Required if your business charges sales tax)

Business Email _____ Website _____

*Expected Opening Date _____ Description of Business _____
(If more space needed, please use back of application)

Number of expected employees _____

Where do you want invoices mailed? (circle one) Business Address Corporate Address

Owner Information:

Individual Owner or Corporation Name _____

Corporate Address _____
City/State Zip

Phone _____ Local Contact Name _____

Please Read Carefully & Initial:

- _____ I have read and understand the Village Commercial Waste & Recycling requirements
- _____ I have read and understand the Village Fire & Police False Alarm Fee ordinance
- _____ I have completed the Occupancy Update form attached (required)

Please Note: All companies doing business in the State of Illinois must conform to the laws and regulations pertaining to the State of Illinois. I understand the issuance of this License is conditioned upon compliance with all Village Ordinances and the results of any inspection of above premises at this time or any subsequent time or any subsequent inspection while this license is in force. **Return** with payment by mail or in person- Attention **Village Clerk's Office**. Checks should be made out to the Village of Hoffman Estates.

Applicant Signature

Today's Date



Village of Hoffman Estates

1900 Hassell Road, Hoffman Estates, Illinois, 60169

Phone: 847.781.2631 | Email: buildingpermits@hoffmanestates.org

www.hoffmanestates.org/occupancypermit

CERTIFICATE OF OCCUPANCY APPLICATION PROCESS

All new businesses in the Village of Hoffman Estates are required to obtain a Certificate of Occupancy prior to obtaining a Business License. This includes businesses that are new to the Village, existing businesses that are relocating to another village location, an existing business that is relocating to another tenant unit in the same location, an existing business that has a change of ownership, an existing business that is changing the Business Name / DBA, and businesses that are building out tenant spaces. Please note that all business uses will need to be verified that it is consistent with permitted zoning uses. To view the Village's Zoning Map as well as Zoning Code, please visit www.hoffmanestates.org/planning.

The Certificate of Occupancy Permit application can be submitted in conjunction with the Business License Application, however it is important for the business operator to know that the business license will **not** be approved until Certificate of Occupancy has been issued. The building or tenant space may not be occupied and/or business conducted until all requirements for the Certificate of Occupancy, including applicable inspections, have been met.

All permit applications must be submitted in full. Applications with missing information will not be accepted and will not initiate the application process. Any false, misleading or material omission of information shall subject any license or permit issued as a result of this application to be subject to revocation. The acceptance of an application does not bind or obligate the Village to issue a Certificate of Occupancy.

Businesses that are performing interior and exterior modifications (including, but not limited to, structural, mechanical, electrical, and plumbing work) will need to apply for a Commercial Alterations / Tenant Build-Out Building Permit application. Instructions to apply for a Commercial Alterations / Tenant Build-Out Building Permit can be found at www.hoffmanestates.org/permits. The Certificate of Occupancy Permit Application form shall be submitted at the same time as the Building Permit application.

A floor plan of the tenant space with layout and rooms labeled by use must be submitted with this application. The real estate agent or land lord should have a floor plan of the space. A Business Operations Narrative Letter containing a detailed description of the business, business operations, and background must also be submitted. This letter must be typed using the business letterhead or logo and must address all operations happening on site. Any food handling business is subject to Village Health Inspections.

Additional documentation and fees may be required. The Village will contact the business owner / applicant via email for this additional information should it be necessary.

Certificate of Occupancy Application Process

- STEP 1** **Submittal of the Certificate of Occupancy Application and supporting documents.**

- STEP 2** **Review of the Certificate of Occupancy Permit Application by Village Departments and Divisions.**
This will include the Building and Code Division, Planning Division, Health Division, Fire Department, and other Village Departments or Divisions when applicable. The Village will reach out to the applicant via email for any additional information that is required.

- STEP 3** **Payment of Fees and Inspection.** The applicant is required to pay any Certificate of Occupancy Fee as prescribed in the Municipal Code Schedule of Fees ([Section 11-7-1](#)). It is the applicant's responsibility to request Occupancy Inspections once they have been notified that the Occupancy Application has been reviewed and Inspections are ready to take place. Inspections can be scheduled no less than 24 hours in advanced. No same day inspections will be permitted.

- STEP 4** **Certificate of Occupancy is issued.** At this time, the Business License application may be submitted. If the Business License Application has already been submitted, it will be processed.



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1900 Hassell Road, Hoffman Estates, Illinois, 60169
Phone: 847.781.2631 | Email: buildingpermits@hoffmanestates.org
www.hoffmanestates.org/occupancypermit

CERTIFICATE OF OCCUPANCY APPLICATION FORM

PROPERTY OWNER INFORMATION

Name: Tim Okay
Company: Oconee Real Estate Holdings VI - Green LLC c/o Cushman & Wakefield U.S., Inc.
Address: 2800 W. Higgins Road, Suite 170
City, State, Zip: Hoffman Estates, IL 60169
Phone: (847) 884-2800 E-Mail: kris.lee@cushwake.com

PROPERTY MANAGEMENT / LAND LORD INFORMATION

Check if same as Property Owner

Name: Kris Lee
Company: Cushman & Wakefield U.S., Inc.
Address: 2800 W. Higgins Road, Suite 170
City, State, Zip: Hoffman Estates, IL 60169
Phone: (847) 884-2800 E-Mail: kris.lee@cushwake.com

APPLICANT / BUSINESS OWNER INFORMATION

Check if same as Property Owner

Name: _____
Company: _____
Address: _____
City, State, Zip: _____
Phone: _____ E-Mail: _____

FORMER BUSINESS INFORMATION *Information related to the business that formerly occupied the space.*

Business Name: _____
Type of Business: _____

PROPOSED BUSINESS INFORMATION

Business Name: _____
Legal Entity Name: _____
Address: _____
City, State, Zip: _____
Type of Business: _____

PROPOSED BUSINESS OPERATIONS

Hours of Operation: _____ Days of Operation: Su M Tu W Th F Sa
Number of Employees: _____ Max Number of Employees at Peak Hours: _____
Gross Floor Area of Tenant Space (Sqft): _____
Number of Customers Expected at Peak Hours: _____
Food Handling Business: Yes No



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ZONING INFORMATION

Zoning District: Commercial Office

Number of Parking Spaces available on-site for the business: _____

Summary of business type and operations including any accessory operations:

Note: this does not take the place of the Business Operations Narrative that is required to be submitted. Please see Page 1.

CHECK YES OR NO IF APPLICABLE TO PROPOSED BUSINESS

Animal Related Services (pet shop, hospital, animal training)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Auto Repair	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Automobile Service Station, Repair, and/or Car Wash	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Bank or Financial Institution	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Building material sales and storage	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Business operations conducted outdoors	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Distribution of Products	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Driving ranges and/or miniature golf course	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Events or Banquets	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Food Handling	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Food Vending Machine	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Health Club or Gym	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Hotel or Motel	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Instructional or Educational classes	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Sale of Open or Closed Liquor Products	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Manufacturing Products	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Massage Establishments	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Nursery School or Daycare	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Nursing Home or Convalescent Home	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Personal Improvement Service (Tanning, Yoga, Driving, etc.)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Place of Worship or Religious Assembly	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Recreational or Entertainment Facility	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Restaurant / Cafe	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Storage of Vehicles or Materials on Site	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Tobacco Products	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Truck and Trailer storage	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Video Gaming Terminals	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No



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1900 Hassell Road, Hoffman Estates, Illinois, 60169

Phone: 847.781.2631 | Email: buildingpermits@hoffmanestates.org

www.hoffmanestates.org/occupancypermit

BUILDING MODIFICATIONS AND IMPROVEMENTS

Please describe any interior or exterior improvements or modifications below. Any interior or exterior improvements require a separate building permit application, as referenced in the Municipal Code.

Remodeling (this could include moving in furniture, counters, shelving, racks etc.)

Decorating (Cosmetic changes, Carpeting, Painting, etc.)

Electrical (installation of lighting fixtures, outlets, etc.)

Plumbing (Fixture Replacement and Remodeling)

Heating and Air Conditioning

Signage (any permanent and temporary signs including window signs)

Parking Lot (striping, sealing, crack sealing, installation of reserved spaces, etc.)

Landscaping (removal of trees, shrubs, or the addition landscaping)

Additional Remodeling not listed



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APPLICANT CERTIFICATION

I certify that I have read the information listed in Page #1 and agree to submit all information required of me to the Village.

_____ *Initial*

I certify that the above information is true and correct to the best of my knowledge and agree that I have an obligation to inform the Village of Hoffman Estates if there is a change in circumstances.

_____ *Initial*

I certify that all work required by the Department of Development Services and Code Enforcement Division will be completed prior to occupying the site and all necessary permits for site or building work will be obtained.

_____ *Initial*

I certify that I will submit a Floor Plan and a Business Operations Narrative as part of this application and as outlined on Page #1.

_____ *Initial*

I acknowledge that no error or omission in either the plans or application, whether said plans or application have been approved by the Building Official or not, shall permit or relieve applicant from constructing the work in any manner other than provided for by Village Ordinance.

_____ *Initial*

I certify that I will obtain the Certificate of Occupancy prior to occupying the site.

_____ *Initial*

I acknowledge that a separate business license application is required to be submitted to the Village Clerk's Office.

_____ *Initial*

Name of Applicant (Print): _____

Signature: _____ Date: _____

Installation of Low Voltage Systems



Village of Hoffman Estates

Code Enforcement
1900 Hassell Road
Hoffman Estates, IL 60169
(847) 781-2631

www.hoffmanestates.org/permits

Permit Procedure:

- Complete and sign a *Building Permit Application*.
- All contractors must be registered, licensed and bonded accordingly.
- Provide copy of contract or complete detailed *Scope of Work* and the plan.

Wiring Requirements:

- All low voltage conductors shall be installed in a neat and workmanlike manner and shall not block access to equipment or ceiling areas. All conductors shall be bundled and run perpendicular to the building walls.
- Cables shall be supported from the building structure only, and shall be secured with wraps, bridle rings or approved hangers in a manner that prevents loose or sagging wires. Electrical and plumbing pipes, sheet metal ducts, fire suppression pipes, roof decking, etc. shall not be used to support wiring.
- All cables shall be installed in conduit in concealed spaces (walls and inaccessible ceilings) in a manner so that wire may be replaced.
- Cable installed in plenums shall be type CMP cable or be CMR, CMG, CM or CMX cable installed in plenum approved communications raceway and secured with approved straps (smoke developed index of 25 and flame spread rating of 50). Up to 4 feet of CMP may be run through ducts used for environmental air.
- Remove abandoned cables. Tag future use cables.
- Fire-stop penetrations made in fire-rated walls, floors, and ceilings.
- Communications cables installed within buildings must be listed, unless the length of the cable from its point of entrance does not exceed 50 ft.
- In structures with Intersystem Bonding Termination (IBT). The bonding conductor for the primary protector and the metallic sheath of communications cable must terminate to the IBT.

Inspection:

- When completed, a final inspection is required.
 - Call Code Enforcement at (847) 781-2631 to schedule an appointment.
-

Cushman & Wakefield is pleased to announce that it is partnering with IMG Technologies as its exclusive riser management service provider.

IMG works with Cushman & Wakefield to ensure that the telecom service at the building is reliable, efficient and secure. IMG provides a hassle-free way to upgrade or install new telecom service with a single call, and they are available for all low-voltage electrical requirements.

- In order to keep the riser system secure and to ensure there is adequate infrastructure available to handle all tenant requirements, it is *mandatory* that IMG assumes control of the riser closets and performs all vertical work in the property. This includes all cabling from the tenant demarcation point/server room to the building riser closet.
- IMG replaces the telecom provider's building installation fee with a lower, more competitive charge while keeping the integrity of the riser reliable and secure.
- IMG Technologies will provide Telecom Consulting Services for tenants like you. One call to IMG can help you to evaluate the different carrier services available in the building, and they are also able to implement telephone systems and other technology and connectivity needs for your office.
- Involving the IMG Technology Group will also enable us to manage every step of the installation process while holding all parties accountable for pricing, service levels, and implementation timeframes.

Please see the enclosed information for further details on IMG Technologies' services.

If you are facing any telecom decisions, **please contact the IMG Technologies Support Center at (888) 464-5520** to find out how IMG can assist you.

You can also their website at <http://www.imgtechnologies.com>.

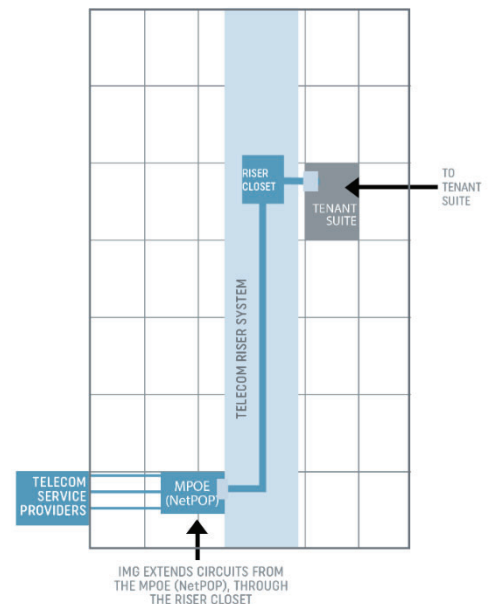
Thank you.

When to Call IMG Technologies

IMG Technology Support: **888-464-5520** | imgsupport@img-connect.com

Tenant:	What to expect from IMG
Order Service	<ul style="list-style-type: none"> <input type="checkbox"/> Answer tenant questions about available on-net carriers/services <input type="checkbox"/> Provide competitive, no-obligation quotes from carriers <input type="checkbox"/> www.img-connect.com/img-connect2.html
Install Service	<ul style="list-style-type: none"> <input type="checkbox"/> Provide carriers IMG’s Contact Information (Voice, Data, Internet & Cloud Service) <input type="checkbox"/> Site survey <input type="checkbox"/> Submit bid for approval <input type="checkbox"/> Upon approval, schedule and complete
Remove Service	<ul style="list-style-type: none"> <input type="checkbox"/> Site survey <input type="checkbox"/> Submit bid for approval <input type="checkbox"/> Upon approval, schedule and complete

IMG is the only vendor allowed to add or remove voice, data, internet, and cloud service from the building’s main telecommunications equipment room (MPOE/NetPOP) to your suite.





SERVICES AVAILABLE

FOR TENANTS	
Circuit/Demarc Extensions	IMG is the only vendor allowed to add or remove voice, data, internet and cloud service from the building's main telecommunications equipment room (MPOE/NetPOP) to your suite.
IMG Connect	One Stop Shopping for voice, data, internet and cloud services. IMG can also review invoices of existing services. www.img-connect.com
Audio & Video Conferencing	IMG installs conferencing solutions that include; chat, collaboration and webinars, in conference rooms, huddle rooms and more.
Technology Solutions	IMG can assist with IT services such as; Cloud Back-up and Disaster Recovery, Managed Services, SD-WAN and Security.
Troubleshooting and Repairs	Technology support for tenant requests.



Connectivity just got easier.

IMGconnect

**One-stop shopping for Voice, Data,
Internet and Cloud services.**

Get competitive, no-obligation quotes from providers — plus expert advice about your options.

Enter your request at [IMG Connect](https://www.img-connect.com/img-connect).*

Answer a few questions about your service needs. An IMG representative will contact you to confirm information.

* www.img-connect.com/img-connect

Or contact IMG Technology Support at 888.464.5520 or at imgsupport@img-connect.com

Receive quotes efficiently.

You will receive multiple quotes from available providers.

Choose your plan and place your order.

IMG can answer questions about your options, so you can make the best choice for your business.

TENANT RESPONSIBILITIES PRIOR TO OCCUPANCY

Various items must be completed prior to moving. Move-In forms will be provided to complete and return to the Property Manager as soon as possible.

A. Moving Procedures

In an effort to act in the best interests of the Tenant and to protect the property, the following information regarding movement of office furniture and equipment into or out of your building must be adhered to. Prior to any move, the Tenant must resolve the following with Management.

B. General Information

1. Date of move.
2. Name of the moving company and the name of the moving supervisor for the moving company and Tenant.
3. **Proof of adequate insurance coverage by the moving company.**
4. **Freight car hours of use – Monday through Friday, 9:00 A.M. to 11:30 A.M., 1:00 P.M. to 4:00 P.M. and after 5:00 P.M.**

Moving Companies To Contact For Quote

Advantage Moving & Storage – (847) 658-3600

Boyer Rosene – Ben Callard – (847) 593-8700

C. Special Requirements

The Cushman & Wakefield on-site management should be advised in writing of any special requirements necessary for the move in.

When contracting your phone installation, the Village of Hoffman Estates electrical/wire installation requirements within your suite are as follows:

1. Non Teflon Cable used in ceiling must be in conduit.
2. Teflon cable used in ceiling must be hooked up every five feet.
3. All cable running down a wall must be in conduit.

Please be sure that the firm doing your phone work is made aware of these requirements. Any cost incurred to correct installation will be billable to the tenant.

All wiring required to be run inside the building riser will need to be performed by IMG Technologies, the riser management company. Please contact them at (888) 464-5520 prior to making arrangements with your vendor to make sure their services are not required. All costs incurred by IMG Technologies are at the tenant's expense.

D. Move-In Hours

Movers must contact the Management office to identify the moving company and the Tenant being moved before unloading any materials.

E. Clean-Up

Moving companies and Tenant will be responsible for leaving the building and premises clean by removing all cartons and other trash. Vendors are responsible for taking all boxes and packaging material with them when they leave. It is not to be put in the building dumpster.

F. Property Damage

Any and all damage to the building which the Tenant, moving company or its employees or agents cause will be the responsibility of the Tenant and will be invoiced by the Landlord.

The following section defines specific information to be brought to the attention of the mover. A copy of this section should be forwarded to any moving companies bidding on your move.

G. Instructions to Movers

1. General

The mover shall perform all services required to move furniture, office machines, records and supplies. Each employee of the mover shall be bonded and uniformly attired identifying the moving company name. These requirements shall be strictly adhered to in order to maintain the security of the premises at the discretion of the management.

2. Inspection of Premises

The mover shall be responsible for inspecting the Tenant suite prior to the move. The mover shall acquaint himself with the condition existing in the suite, so that he may furnish equipment and labor necessary to provide for the orderly, timely and efficient movement of furnishings and equipment. He shall acquaint himself with all available information regarding difficulties which may be encountered and the conditions, including safety precautions, under which the work must be accomplished.

3. Insurance

The mover shall provide and deliver Certificates of Insurance to Cushman & Wakefield at least ten (10) days prior to any move-in operation. All policies shall indicate that at least ten (10) days prior to written notice be delivered to Cushman & Wakefield by the insurer prior to termination, cancellation or material change of such insurance. Management can refuse the mover access to Greenspoint if the limits provided on the Certificate of Insurance are not acceptable to Cushman & Wakefield.

The mover shall, at the mover's sole cost and expense, obtain, maintain and keep in full force and effect the following types of insurance and shall provide management with an appropriate Certificate of Insurance naming:

Oconee Real Estate Holdings VI – Green LLC (Owner), Cushman & Wakefield U.S., Inc. (Managing Agent) and Voya Investment Management LLC (Mortgagee) as additional insureds.

a.) Workers Compensation/Employer's Liability

This insurance shall contain a waiver of subrogation rights against Cushman & Wakefield from any liability resulting from possible accidents occurring to movers employees.

b.) Comprehensive General/Liability Insurance

This insurance will cover bodily injury and property damage including, but not limited to, the following:

- I. Premise and Operations
- II. Products/Completed Operations
- III. Broad Form Property Damage
- IV. Broad Form Contractual Liability
- V. Personal Injury
- VI. Coverage for any Special Hazard or Operation.

c.) Automobile Liability Insurance

This insurance will cover claims for bodily injury or property damage arising out of the ownership, maintenance, or use of any private passenger or commercial vehicle.

d.) Cargo Liability

e.) Comprehensive Dishonesty Bond

4. Tenant/Mover Responsibility

The Tenant/Mover assumes full responsibility for any damage caused by the mover to doors, floors, or public corridors.

5. Services to be Furnished by Mover

- a.) Supervision, Labor, Materials and Equipment - The mover shall furnish all supervision, labor, materials, supplies and equipment necessary to perform all services contemplated in an orderly, timely and efficient manner. Such equipment shall include, among other things, dollies, trucks, etc., as may be required. All materials handling vehicles used in the interior of the buildings must have rubber-tired wheels and must be maintained free from grease and dirt.
- b.) Crating, Padding and Packing Material - The mover shall take every precaution by means of crating and padding to safeguard property from damage. All padding and packing materials are to be removed by the mover. The mover shall also furnish necessary floor coverings wherever necessary to protect the building from damage.
- c.) Permits, Franchises, Licenses or Other Lawful Authority - The mover, at his own expense, will obtain and maintain any necessary permits, franchises, licenses or other lawful authority required for effecting the movement, handling and other services to be performed. Before the move is made, the mover may be required to produce evidence of such authorities to management.