THE OFFICES AT PARK TEN
INSURANCE REQUIREMENTS FOR CONTRACTORS & VENDORS

1.	Workers Compensation	**Statutory limits**
2.	Employers Liability	$500,000 each accident $500,000 disease - policy limit $500,000 disease - each employee
3.	Commercial General Liability Insuring against Bodily Injury, Property Damage, Personal Injury, and Advertising Injury	 **$3,000,000** each occurrence $3,000,000 general aggregate $3,000,000 products/completed operations aggregate

Any general aggregate shall apply on a "per project" basis for contractors. Coverage is to be provided on an "occurrence" rather than a "claims made" basis.

4.	Business Auto Liability	$3,000,000 each accident

Note: An acceptable alternate is: $1,000,000 primary coverage plus $2,000,000 umbrella coverage

5. All insurance certificates should name as **additional insured**, as their interests may appear:

Ownership:	**FSP Park Ten Limited Partnership** **FSP Property Management LLC, its asset manager**
Property Manager:	**Hines Interests Limited Partnership, the managing agent**

6. All policies should have a 30-day cancellation notice.

7.	Certificate Holder:	**Hines Interests Limited Partnership** **16285 Park Ten Place, Suite 110** **Houston, Texas 77084**

Please fax a copy to 281-919-1013 (or e-mail to brian.boswell@hines.com) and then mail the original to the address above.

8. ***NOTE: Any contractors whose work or services are considered "High Risk"** are required to provide a combined single limit of $5,000,000 per occurrence, a general aggregate limit of $5,000,000 and a products/completed operations aggregate of $5,000,000.** *All other requirements remain unchanged. Umbrella excess liability, on an occurrence basis, that applies excess of required commercial general liability, business auto liability, and employer's liability policies, which insures against bodily injury, property damage, personal injury and advertising injury claims with the following limits:*

Umbrella Liability	*$5,000,000 each occurrence* *$5,000,000 annual aggregate.*

** ***"High Risk" includes:***

- ***Elevator / Escalator***
- ***Janitorial***
- ***Metal Refinishing***
- ***Parking***
- ***Security***
- ***Window Washing***