



**1875 K STREET**  
**MOVING COMPANY REQUIREMENTS**

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

- Worker's 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

**333 MARKET EXCHANGE TWO, LLC, 123 MA EXCHANGE ONE, LLC, Shorenstein Realty Services, L.P., Shorenstein Company, LLC and Shorenstein Property must be named as Additional Insured's.**

**Note:** The Certificate of Insurance may be e-mailed to Nevon Muhammad at [nmuhammad@shorenstein.com](mailto:nmuhammad@shorenstein.com) or faxed to the Property Management Office at **(202) 331-1395** with an original to follow via regular mail. A scheduled move may be delayed if the Certificate of Insurance is not complete or correct.

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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 p.m. - 7 a.m., Sat.-Sun.: 24 hrs.**).
- ◆ Supervising help.
- ◆ Providing access to restrooms.
- ◆ Prohibiting the use of the main lobby without special approval and preparation.
- ◆ Requiring placement of rigid boarding in the freight elevator and over the pathway to and from 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.