

INCOMING FAX FOR  
TRIBECA PARK MANAGEMENT OFFICE

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**FACSIMILE TRANSMITTAL SHEET**

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TO: **ATTN: ARAM HONG (RSS)** FROM:

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FAX NUMBER: **212 - 784 - 9038** TOTAL NO. OF PAGES INCLUDING COVER:

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RE: CERTIFICATE OF INSURANCE YOUR REFERENCE NUMBER:

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URGENT     FOR REVIEW     PLEASE COMMENT     PLEASE REPLY     PLEASE RECYCLE

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NOTES/COMMENTS:

Attached Certificate of Insurance is for:

**MOVE IN**                      **MOVE OUT**    (Please circle one)

OF \_\_\_\_\_ (Resident's Name)

On \_\_\_\_\_ (Date MM/DD/YYYY)

**9am - 12pm**    or    **1pm - 4pm**    (Circle one time slot)

**\*\* all elevator scheduling for move in/move out/delivery must be booked by the resident with Aram Hong at 212-784-9600 or via e-mail at TribecaParkRSS@related.com**

For any questions, you can reach \_\_\_\_\_ (name of  
staff at moving company)

at \_\_\_\_\_ (telephone number) or

at \_\_\_\_\_ (e-mail address).



## CERTIFICATE OF INSURANCE REQUIREMENTS & GUIDELINES

It is imperative that BPC Associates, L.L.C., aka Tribeca Park, Related Management Company, L.P., and The Related Companies, L.P. have a current Certificate of Insurance on file at all times.

Coverage limits should be as follows (minimum coverage shown):

General Liability:	\$3,000,000 - \$5,000,000 combined single unit
Auto Liability:	\$3,000,000 - \$5,000,000 combined single unit
Umbrella Liability:	\$3,000,000 - \$5,000,000 combined single unit
Worker's Compensation:	Statutory Limits

The Certificate of Insurance should be issued to BPC Associates L.L.C., Related Management Company, L.P., and The Related Companies, L.P. as Certificate Holders. It must also contain the following statement in the Description of Operations section of the Certificate:

Tribeca Park, L.P., Related Management, L.P., and The Related Companies, L.P. are included as additional insured as respects work performed at 400 Chambers Street, New York, NY 10282.

The correct address that should appear in the Certificate Holder box is:

The Related Companies, L.P.  
Related Management, L.P.  
Tribeca Park L.P.  
400 Chambers Street  
New York, NY 10282

**Please fax all Certificate of Insurance to 212 – 784 – 9038 using the form or email to TribecaParkRSS@related.com. All information MUST be completed on the attached fax template.**

Also, **please delete the endeavor message in cancellation box and provide 30 days cancellation notice.** If you have any questions or need further information please contact Aram Hong at 212-784-9600.