

CBRE

APPROVED CONTRACTOR/VENDOR LETTER AGREEMENT

INSTRUCTIONS FOR CONTRACTOR/VENDORS COMPLETING THIS LETTER

This document is designed so that you can add the requested information by computer into the yellow fill-in areas. Once completed, the Letter will need to be printed on your company letterhead, and signed by an Officer of the company.

Following is the information you will need to provide in the Letter below:

RE: information

- Insert "*Property Name*"

Body of Letter

- First yellow fill-in - *Insert the type of service being provided.*
- Second yellow fill-ins – *Insert the dates of the agreement*
- Third yellow fill-in - *Insert the company name.*

Signature Block – the Letter will need to be signed by an Officer of the company

- Insert company name as "*Contractor*".
- Next to "*By*", print the name of the Officer who will be signing the Letter.
- Insert the "*Title*" of the Officer.

Once completed, please print the document on your company letterhead, and have an Officer of the company sign and date where indicated.

Finally send two original copies of the Letter to: CBRE at **475 Brannan Street, Ste. 124 S.F. CA 94107**. An acknowledged copy will be returned to you.

(This Agreement must be on Contractor/Vendor's Letterhead)

RE: 475 Brannan – 475 Brannan St. S. F. CA 94107 (“Property”)

As part of the agreement to provide Tenant Improvement to tenants at the above referenced Property during the term commencing Date and ending on Date ,

 Contractor's Name (“Contractor”) has agreed to include CLPF – 475 Brannan Street L.P. (“Owner”) and CAC Real Estate Management Co., Inc. (“Agent”) as additional insureds including making Contractor’s insurance primary and waiving any rights of subrogation under all Liability policies. Additionally, Contractor shall provide that any and all subcontractors (“Subcontractor”) providing goods or services to the Property shall also name Owner and Agent as additional insureds. Subcontractor shall also provide that their insurance is primary and will waive any rights of subrogation under their insurance policies.

Furthermore, to the extent provided by law, Contractor and any Subcontractors will indemnify and hold harmless the Owner and Agent for any and all damages, including worker’s compensation and employer’s liability claims, brought by any employee of Contractor or any Subcontractor which may be incurred as a result of the work performed at 475 Brannan Street, San Francisco, CA.

Contractor: _____.

Signature: _____ Date: _____

By:

Title:

CLPF – 475 Brannan Street L.P.

Owner

By: CBRE

Its: Agent

_____ Date: _____

General Manager