Note: If you are a vendor and your contract is with the tenant and not the ownership or management company please scroll down and print the attached letter on your company letter head, sign and return to our office with the COI and the additional insured endorsement.

Thank you.

**Tenant’s Contractor/vendor insurance**

**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 grey box 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 “*Tenant Name*”
* Insert “*Project Name*” and “*Floor Number*”

Body of Letter

* First grey box - Insert the type of service being provided.
* Second grey box - 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 the original copy of the Letter to: CBRE, Inc., 475 Brannan St. Ste. 124, San Francisco, CA 94107.

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

RE: Tenant Name:

Project Name and Floor Number:

As part of the agreement to provide \_\_\_\_\_\_\_\_\_\_\_\_services to the above referenced Tenant at 475 Brannan Street for the above-referenced Project, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Contractor”) has agreed to include CLPF – 475 Brannan Street L.P., (Owner”) and CBRE Inc. (“Managing Agent”) as additional insureds, including making Contractor’s insurance primary and waiving all rights of subrogation under any liability policies. Additionally, Contractor shall provide that any and all subcontractors (“Subcontractor”) providing goods or services to the Project 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, Contractor and any Subcontractor will indemnify and hold harmless the Owner and its Managing Agent for any and all damages (including worker’s compensation and employer’s liability claims brought by any employee of Contractor or its Subcontractors) 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 Inc.

Its: Managing Agent

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Jackie Holland**

Building Manager