

Questions? Please call us: 623.877.9771

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ATTENTION INSURANCE AGENTS

This is a request for an ACCORD certificate of liability insurance.

Your client \_\_\_\_\_ has been asked to provide a current proof of liability insurance to us. Your client must have this document on file before we allow them to do business on our property. Please note that the certificate MUST have the name of the ownership of each property listed in the Certificate Holder field.

INSTRUCTIONS:

1. Insurance minimum limit requirements are:
  - Commercial General Liability \$1,000,000 occurrence; \$2,000,000 aggregate
  - Automobile \$1,000,000
  - Workers Comp Statutory; Employers Liability \$1,000,000
2. Required Endorsements:
  - Commercial General Liability Additional insured; Waiver of Subrogation; Primary and Non-Contributory
  - Automobile Additional insured; Waiver of Subrogation
  - Workers Comp Waiver of Subrogation
3. The Description of Operations field should say:

*Convoy Warehouse Way, LLC, CIRE Management, LLC and CIRE Investment Services, Inc. and their officers, directors and all related subsidiaries, entities and operations shall be named as additional insured on general liability and automobile liability. Waivers of subrogation apply on general liability, automobile liability and workers compensation in favor of all additional insureds.*
4. The Certificate Holder field should have this entire address:

*Convoy Warehouse Way, LLC  
c/o CIRE Investment Services, Inc.  
530 B Street, Suite 2050  
San Diego CA 92101  
Phone: 858.367.5885*
5. E-mail ALL certificates to: [kkloos@cireequity.com](mailto:kkloos@cireequity.com)

Thank you in advance for your timely cooperation.