



CUSHMAN & WAKEFIELD

NorthMarq

Our company has hired *myCOI* to contact you to manage our tenant insurance online through their portal. Additional email contact will be made with you to set up an account through them.

Your lease requires certain coverage which must be evidenced by a Certificate of Insurance kept in our files. Please direct your agent to send us a certificate naming the following parties as additional insured including endorsement form(s), naming the following parties as additional insured:

1. Centennial Lakes ____ L.L.C. *(see note below)
2. NorthMarq Real Estate Services LLC, as Managing Agent
3. State Farm Realty Investment Company
4. United Properties LLC

The Certificate Holder should be listed as follows:

Centennial Lakes ____ L.L.C.
AND
NorthMarq Real Estate Services LLC
c/o myCOI
1075 Broad Ripple Ave., Suite 313
Indianapolis, IN 46220

New Tenants: Please verify that your existing liability insurance policy limits meet or exceed those required in the lease agreement and have a current certificate of insurance and additional insured endorsement e-mailed to clopmain@cushwakenm.com. Be sure to include your Company Contact name and email address along with your certificate to receive your email registration instructions from *myCOI*.

Existing Tenants: You will receive a renewal notice email from *myCOI* within 30 days prior to your Certificate of Insurance expiration date. The email will contain a link allowing you or your agent to upload a renewal certificate directly into the system. If you need to continue sending certificates to our property management office, this is acceptable, and we will forward them to *myCOI* on your behalf. You may contact the myCOI Care Team directly for specific compliance or certificate related questions at support@myCOItracking.com or 888-692-6448 *105.

I appreciate your prompt attention in getting this certificate to us as soon as possible. For any questions or concerns, please email clopmain@cushwakenm.com or call 952-837-8400.

*Centennial Lakes I (7701), II (7601), III (3601), IV (7650), V (3600)