



## Tenant's Vendor/Contractor Insurance Requirements

Dear Insurance Administrator,

The following **VENDOR INSURANCE REQUIREMENTS** pertain to any and all vendor or contractor that has been hired by or for a tenant, tenant's entity, agents and representatives, located at The Promenade Scottsdale (Scottsdale Promenade, LLC) in Scottsdale, AZ 85254, to perform any work, duty or activity such as, but not limited to, new and existing tenant construction, improvements, and/or one-time or routine maintenance and repairs, and/or services (unless otherwise indicated).

- 1) Vendor/contractor will submit a Certificate of Insurance, **PRIOR TO** mobilizing on-site / commencement of work.
- 2) Vendor/contractor will include the Certificate Holder and all Additional Insureds named below, as well as include the Tenant Name in the notes/comments area of the Certificate of Insurance.
- 3) Tenant will review their lease carefully to determine the limits of liability as outlined in the lease. If Tenant's lease outlines the limits of liability for Tenant's vendor/contractor, then Tenant's vendor/contractor will maintain the limits that have been outlined in Tenant's lease. If the limits of liability are not specifically outlined for Tenant's vendor/contractor in Tenant's lease, then limits of liability for Tenant's vendor/contractor are:
  - Workman's Compensation and all other insurance pertaining to employees as required by law.
  - Primary commercial general liability and automobile liability insurance covering owned, hired and non-owned vehicles with liability limits not less than \$2,000,000 coverage for each occurrence, \$2,000,000 for general aggregate, and an excess liability policy of \$5,000,000 for each occurrence & general aggregate.
- 4) Vendor/contractor will submit the required (if applicable per tenant's lease) construction security deposit or vendor/contractor security deposit payable to Scottsdale Promenade, LLC (noting in the memo: "Tenant Name Construction Security Deposit"), and mail to: Scottsdale Promenade, LLC, c/o Vestar Property Management, PO Box 30412, Tampa, FL 33630.

### THE FOLLOWING PARTIES MUST APPEAR ON THE CERTIFICATE OF INSURANCE:

#### CERTIFICATE HOLDER:

Scottsdale Promenade, LLC  
2415 East Camelback Road  
Suite 100  
Phoenix, AZ 85016

#### ADDITIONAL INSURED:

Vestar Property Management 2415 East Camelback Road Suite 100 Phoenix, AZ 85016	Scottsdale Promenade, LLC 2810 N. Church Street Suite 77051 Wilmington, DE 19802-4447 Attn: David Megdal	UMB Bank, N.A., a national banking association 1010 Grand Boulevard Kansas City, MO 64106
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### SUBMIT THE REQUESTED COI TO THE FOLLOWING FOR REVIEW AND APPROVAL:

[AZCOI@vestar.com](mailto:AZCOI@vestar.com)

*\*Please include the Certificate Holder Name, Vendor Common Name, and Tenant Common Name in the Subject Line of the submittal email.*

Thank you.