

**SANTA FE BUILDING  
VENDOR INSURANCE REQUIREMENTS  
FACSIMILE COVER SHEET**

*224 South Michigan Avenue  
Chicago, Illinois 60604  
Phone: 312.341.9431  
Fax: 312.341.9541*

**TO:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**FAX NO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_  
HAMILTON PARTNERS, INC.

**DATE:** \_\_\_\_\_ **PAGES:** \_\_\_\_\_

*Please contact the sender at 312.341.9431 if there is a problem with this facsimile transmittal.*

Hamilton Partners requires that all contractors, prior to commencing services at the Santa Fe Building, 224 South Michigan Avenue, must provide a Certificate of Insurance. Your certificate should include the following coverage limits:

- Workers Compensation/Employers Liability: minimum limit of \$500,000.00
- Comprehensive/Commercial General Liability with minimum limits of:
  - \$2,000,000.00 each occurrence and annual aggregate (combined single limit for bodily injury and/or property damage liability)
- Auto Liability combined single limit of \$100,000.00

The certificate holder should be listed as follows:

*Hamilton Partners, Inc.  
224 South Michigan Avenue, Suite 420  
Chicago, Illinois 60604*

The following must be listed as "additional insured" on the certificate:

*Santa Fe Interest, LLC, Owner  
Hamilton Partners, Inc., as Agent*

This certificate must be an original. Any certificates that do not meet the above criteria will not be accepted. If this occurs, we regret we cannot allow your employees access to the building to perform any work. Hamilton Partners must be afforded 30 days prior notice in the event of any material policy change, cancellation, or non-renewal. If there are any questions, or further information is needed, please contact us at 312.341.9431.