

VENDOR INSURANCE REQUIREMENTS FORM

Requirements Form

TO: All Vendors

FROM: Jennifer Campbell, Senior Property Administrator

SUBJECT: Certificate of Liability Insurance

All visitors, delivery services, and vendors that conduct any business within Bank of America Center must have a Certificate of Liability Insurance on file with the property management office 24 hours prior to their arrival.

A Certificate of General Liability Insurance is required listing the Certificate Holder as follows:

Certificate Holder

PKY Fund II Orlando I, LLC Parkway Realty Services Re: Bank of America Center 390 North Orange Avenue, Suite 2400 Orlando, Florida 32801

Certificate must be on file with the Property Management office 24 hours prior to delivery/visit or it will be declined.

Should you have any questions, please call (407) 481-5858.

Please email certificates to jcampbell@pky.com.