

## LICENSEE INSURANCE REQUIREMENTS

The insurance information provided below is intended to answer any questions you or your insurance agent may have in procuring the appropriate insurance coverage as required under the terms of your license. A policy of insurance, together with the declarations page and all applicable riders and endorsements, that complies with the following requirements must be provided to Cummings Properties prior to the delivery of keys for your new facility.

### Requirements

- **Insured/Licensee:** The insured name on your policy should be the same as, or make reference to, the name that appears on your license.
- **Premises: 100 Cummings Center, Beverly, MA 01915:** This address information must appear on the policy.
- **Commercial General Liability Coverage:** The minimum amount of coverage required is \$1,000,000 per occurrence involving personal injuries (including death), and \$1,000,000 per occurrence involving property damage.
- **Additional Insureds: “Cummings Properties, LLC, Rumford Executive Office Suites, LLC, and Building Owner(s)”** must be included as additional insureds in your policy.
- **Renewals:** Notice of renewal of the applicable insurance policy must be delivered to Cummings Properties prior to the then-current expiration date of the policy.
- **Cancellation:** The policy shall not be cancelled without at least 10 days’ prior written notice to:

Cummings Properties, LLC  
200 West Cummings Park  
Woburn, MA 01801

Kindly request your insurance agent to email your policy, together with the declarations page and all applicable riders and endorsements to [insurance@cummings.com](mailto:insurance@cummings.com).

### Building Information

- **Building Construction:** Concrete, masonry, and steel, noncombustible
- **Year of Construction:** 1902, 1996
- **Roof Type:** HPG mechanically fastened
- **Number of Floors:** 2-6
- **Building Updates:** Continuously updated
- **Building Sprinklers:** Yes
- **Burglar/Fire Alarms:** Burglar alarm—tenant responsibility / Fire alarm—connected to central station.

If you have any questions or require additional information, please do not hesitate to call the Tenant Insurance Department at 781-935-8000. Thank you for your cooperation and prompt attention to this important license requirement.