

# CERTIFICATE OF INSURANCE REQUIREMENTS

## KBS II Willow Oaks, LLC

Insured:

Willow Oaks Corporate Center  
8260, 8270, 8280 Willow Oaks Corporate Drive  
Fairfax, VA 22031

### Required Coverages:

Commercial General Liability (CGL):	\$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury, Personal Injury, Property Damage, and Products/Completed Operations, and shall be written on a primary and non-contributory basis over any liability policy carried by OWNER, OWNER'S REPRESENTATIVE and PROPERTY MANAGER and include an endorsement clarifying such position if the base policy does not include equivalent language, for all claims or liabilities arising from, or incidental.
Commercial Automobile:	\$1,000,000 each occurrence Liability Insurance combined single limit for bodily injury and property damage. Evidence should indicate that liability coverage evidenced extends to both owned, hired, and non-owned vehicles.
Umbrella Liability:	\$1,000,000 minimum except \$5,000,000 for those services that can be defined as structural, mechanical, roofing, or remediation work. Such insurance shall be in excess of all liability coverage required.
Worker's Compensation:	Statutory Amount
Employer's Liability:	\$1,000,000 minimum
Professional Liability Insurance Coverage:	(Architects, Consultants and/or Engineers only): If requested, \$2,000,000 or project dollar amount.
Fidelity Bond (which includes employee dishonesty coverage):	Limits in an amount not less than the Dollar Amount of the Project (Or other if agreed to by Owner) for all employees of Vendor. ****This is <b>ONLY required</b> if Vendor is handling, managing, or processing of any of the project's monetary funds for OWNER or for Janitorial or other like services where vendor is inside premises unsupervised during non-business hours. ***

## **Required Endorsements:**

Additional Insured Endorsement:	Additional Insured endorsement to the <u>CGL, Auto and Umbrella Liability</u> policies should be provided in favor of Owner, Owner's Representative and Manager.
Waiver of Subrogation Endorsement:	Waiver of Subrogation endorsement to the <u>CGL, Worker's Compensation &amp; Employer's Liability</u> policies should be provided in favor of Owner, Owner's Representative and Manager.
Cancellation Notice:	Policies will include a cancellation clause providing that such insurance may not be cancelled, lapsed, reduced or materially changed without 30-days written notice to the Owner, Owner's Representative and Manager.

### **Endorsements must read:**

“KBS II Willow Oaks LLC, KBS Capital Advisors, Inc. and Transwestern Carey Winston LLC dba Transwestern are named as additionally insured as regards to premises located at Willow Oaks Corporate Center, 8260, 8270, 8280 Willow Oaks Corporate Drive, Fairfax, VA 22031. All rights of subrogation against KBS II Willow Oaks LLC, KBS Capital Advisors, Inc. and Transwestern Carey Winston, LLC, dba Transwestern are hereby waived.”

### **Certificate Holder must read as follows:**

**KBS II Willow Oaks, LLC  
c/o Transwestern Carey Winston, LLC  
8280 Willow Oaks Corporate Drive  
Suite LL115  
Fairfax, VA 22031**

Additional insured to be listed as follows:

- 1) KBSII Willow Oaks, LLC
- 2) KBS Capital Advisors, Inc.
- 3) Transwestern Carey Winston, LLC

Email Address for COI:

[Stephanie.Genebroso@transwestern.com](mailto:Stephanie.Genebroso@transwestern.com)  
[Justin.Beamer@transwestern.com](mailto:Justin.Beamer@transwestern.com)

Please address the originals to:

Transwestern Carey Winston, LLC  
8280 Willow Oaks Corporate Drive,  
Suite LL115  
Fairfax, VA 22031  
Attn: Property Manager

**All insurance carriers must have a minimum AM Best rating of A-:VII.**

Please forward a copy of these requirements to your Insurance Carrier so they have all the required information.

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