



UNIT# \_\_\_\_\_

**Move In / Move Out / Delivery Request**

- ☐ Complete this form and provide all necessary requested information a minimum of 10 days before the requested move in/move out or delivery dates requested.
- ☐ Name of Mover or Delivery Company: \_\_\_\_\_
- ☐ Provide Certificate of Insurance (COI) of Moving/Delivery Company per the attached Certificate of Insurance Requirement. Please pay close attention when submitting the COI that the following information in the COI is included:
- ☐ Policy Holder is 1717 Ala Wai AOA
  - ☐ 1717 Ala Wai AOA is named as additionally insured.
  - ☐ Proof of Worker's Comp is provided, and waiver of subrogation is in favor of the AOA
  - ☐ Proof of Auto Insurance with correct coverage
- ☐ I am the owner of the unit and I will be moving in/moving out or delivering items on my own with friends and helpers who are covered under my homeowner's insurance policy.
- ☐ I am a renter of the units and I will be moving in/moving out or delivering items with friends. I have a renter's insurance policy. (Please provide copy of policy).

**MANAGEMENT CANNOT SCHEDULE ANY DELIVERY OR MOVE IN AND MOVE OUT WITHOUT A CERTIFICATE OF INSURANCE FROM THE VENDOR OR PROOF OF RENTER'S INSURANCE.**

- ☐ Date of Move in / Move out or Delivery to Reserve Elevator
- ☐ Circle One: Monday   Tuesday   Wednesday   Thursday   Friday   Saturday
  - ☐ Date: \_\_\_\_\_
  - ☐ Circle One: 9am to 12pm   or   12pm to 4:30pm
- ☐ Tenant Information:
- ☐ Unit #: \_\_\_\_\_
  - ☐ Tenant Name/Contact: \_\_\_\_\_
  - ☐ Email: \_\_\_\_\_
  - ☐ Ph: \_\_\_\_\_
- ☐ Date Received by Management Office: \_\_\_\_\_
- ☐ Date Approved by Management Office: \_\_\_\_\_

## INSURANCE REQUIREMENTS FOR CONTRACTOR/SUBCONTRACTORS

### Contractors and Subcontractors Insurance Requirements

Prior to the commencement of any work, the contractor and all subcontractors agree, at its own expense, to procure, carry and maintain insurance from an insurance company or companies lawfully authorized to do business in the State of Hawaii and acceptable to the owner and will protect against claims for bodily injury or death and property damage which may arise out of operations and completed operations under this contract whether such operations be by the contractor or by a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall include but not be limited to, the minimum coverage or limits of liability specified hereunder or required by law.

### Coverage and Limits of Liability

The contractor and all subcontractors shall maintain in force and effect during the period of the contract the following insurance coverage written by carriers with at least an A- VII financial rating according to the current edition of Best's Key Rating Guide with minimum limits of liability as follows:

#### Commercial General Liability

General Aggregate	\$2,000,000
Products and Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Damage to Premise rented to insured	\$100,000
Medical Expense Limit	\$5,000

The Commercial General Liability insurance required shall include without limitation at least coverage for bodily injury and property damage, premises and operations, contractual liability, independent contractors, products and completed operations, personal and advertising injury, damage to premises rented to the insured and medical expense. The commercial general liability shall be written on an occurrence basis and the coverage shall provide for defense expense in addition to the limits of liability. The general liability policy shall be endorsed to provide primary and non-contributory coverage to the owner and any additional insured's and to provide coverage on a per project general aggregate basis. The additional insured endorsements shall be on form CG 2010 10 04 and CG 2037 10 04 or their equivalent. The policy shall contain a waiver of subrogation in favor of the additional insured's. There shall be no exclusion for multi-family, townhouse or condominium projects. Policy shall also include a Hawaii Revised definition of Occurrence endorsement acceptable to the owner.

#### Additional Insured's

The owner, the owners managing agent, the board of directors, and their respective members, affiliates, owners, parent companies, subsidiaries, officers, employees, lenders, successors and or assigns now existing or that may hereafter exist shall be named as additional insured's as respects to the commercial general liability policy and assume and provide for the Owners, Contractors, Subcontractors and additional insured's defense.

#### Business Automobile Liability

Bodily Injury Each Person	\$1,000,000
Bodily Injury Each Accident	\$1,000,000
Property Damage Each Accident	\$1,000,000

or

Combined Single Limit of Liability	\$1,000,000
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The business auto policy shall include coverage for all owned, leased, hired and non-owned automobiles.

Workers' Compensation	Statutory
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#### Employers Liability

Bodily Injury by Accident	\$1,000,000 Each Accident
Bodily Injury by Disease	\$1,000,000 Policy Limit
Bodily Injury by Disease	\$1,000,000 Each Employee

The workers' compensation shall be endorsed to provide a waiver of subrogation in favor of the additional insured's.

Umbrella Liability	\$5,000,000 Each Occurrence \$5,000,000 Aggregate
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The umbrella liability shall be at least following form excess over the commercial general liability, business auto liability and employer's liability. The coverage shall be written on an occurrence basis and with a self-insured retention no greater than \$10,000.00. The policy shall provide defense in addition to the limits of liability.

#### Professional Liability

Any contractor or subcontractor performing any work that includes design, design/build work or services shall carry a professional liability policy. Design or design/build work includes, without limitation, work with respect to mechanical, electrical, plumbing, and structural or sprinkler systems. The limit of Liability shall be at least \$2,000,000.

#### Certificates of Insurance

Certificates of Insurance acceptable to the owner, as satisfactory evidence of the insurance required by this contract, shall be furnished by the contractor and all subcontractors prior to the commencement of any work hereunder and thereafter upon renewal or replacement of each required policy of insurance. The owner shall not be obligated to compensate the contractor for work performed or materials furnished by the contractor before such certificate of insurance has been deemed satisfactory by the owner. The contractor shall upon request of the owner provide copies of the policies and or required endorsements to the owner. An additional certificate evidencing continuation of the required insurance shall be submitted with the application for final payment.

In the event contractor fails to procure or maintain any insurance coverage set forth above the owner, at its option, may purchase such coverage and deduct the cost thereof from monies due to the contractor, or terminate this contract in addition to all other remedies available to the owner.

The insurance requirements in regards to types or limits or acceptance of certificates of insurance by the owner shall in no way limit or relieve the contractor or subcontractors of its responsibilities under this contract or at law including, without limitation, contractors and subcontractors indemnification obligations and liability in excess of the limits of the coverage required. Owner makes no representation that the minimum limits of liability specified under the terms of this contract are adequate to protect the contractor or subcontractors against contractors or subcontractors undertaking of this contract. In the event contractor or subcontractors believe that the insurance coverage called for under this contract is insufficient, contractor or subcontractors shall provide at its own expense such additional insurance as the contractor or subcontractors deem adequate and necessary. In the event contractor or subcontractors maintains higher limits or liability contractor's and all subcontractors liability and obligation to defend, indemnify and hold harmless owner and additional insured's shall not be limited to the minimum limits of liability required to be carried by the contractor or subcontractors as outlined above.

#### Insurance Regarding Materials

The Contractor and all subcontractors will insure any materials in their possession or in transit until arrival at the job site. The Contractor and subcontractors will also insure contractor's equipment and property.