

Your lease requires that you keep certain insurance policies in full force and effect throughout the term of your lease. Please refer to the insurance section of your lease for the types of insurance coverage, limits and cancellation provisions required. We recommend that you forward the insurance section of your lease in its entirety to your insurance provider.

Please submit the appropriate Certificate of Insurance to the Office of the Building.

**REQUIRED ENDORSEMENTS:**

<b>Certificate Holder:</b> <i>The following party must be named as the Certificate Holder on your policy</i>	Douglas Emmett 2008, LLC 16000 Ventura Boulevard, Encino, CA 91436
<b>Additional Insureds:</b> <i>The following parties must be named as an additional insured on your policy</i>	16000 Ventura Douglas Emmett, Inc. Douglas Emmett Management, Inc. Douglas Emmett Management, LLC Douglas Emmett Properties, LP

Acceptance of any Certificate of Insurance does not relieve you from your obligations with respect to insurance, nor does it limit or relieve you of any of your duties or responsibilities. For your protection, please consider whether you should obtain higher insurance limits.

Remember to provide evidence of renewal or replacement of any required policy not less than fifteen (15) days before it expires or is cancelled.

If you have any questions, please contact the Office of the Building:  
Phone: 818-783-3335    Fax: 818-783-1351    Email: [16000ventura@douglasemmett.com](mailto:16000ventura@douglasemmett.com)  
16000 Ventura Boulevard, Suite 490, Encino, CA 91436