



## **Liability Insurance Requirements for your Spaceworks Project**

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Spaceworks requires all tenants at 1120 Downtown to hold a comprehensive general liability insurance policy. You must procure this insurance policy within 2 weeks of moving in. Here is how the standard Spaceworks Sublease reads regarding insurance:

Note: Sublandlord = Spaceworks/Tacoma-Pierce Co. Chamber; Subtenant = YOU

### **8. Insurance:**

*A. Subtenant shall be responsible, at its expense, for insurance on all of its personal property located in the Leased Premises.*

*B. Sublandlord and Subtenant shall, each at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to the respective activities of each in the Building with premiums thereon fully paid on or before due date, issued by and binding upon some insurance company approved by Sublandlord, such insurance to afford minimum protection of not less than: comprehensive single limit of \$1,000,000 per occurrence and an aggregate of \$2,000,000. Sublandlord and Subtenant shall be listed as an additional insured on Subtenant's policy or policies of comprehensive general liability insurance, and Subtenant shall provide Sublandlord will current Certificates of Insurance evidencing Subtenant's compliance with this Paragraph. Sublandlord shall not be required to maintain insurance against thefts within the Leased Premises or the Building. Subtenant is encouraged to maintain insurance against thefts within the Leases Premises. Subtenant shall obtain the agreement of Subtenant's insurers to notify Sublandlord when the comprehensive general liability insurance policy is due to expire at least (10) days prior to such expiration.*

When you obtain this insurance policy, you need to ask that Spaceworks (a program of the Tacoma-Pierce County Chamber) **and** the Property Owner be listed as additionally insured.

- To list Spaceworks as additionally insured, here are the details the insurer will need: **Tacoma-Pierce County Chamber, 950 Pacific Avenue, Suite 300, Tacoma, WA 98402**
- To list the Property Owner as additionally insured, here are the details the insurer will need: **"1120 Pacific Ave LLC", c/o DCL Management LLC, 11251-120th Ave. NE, #213, Kirkland, WA 98033**

Also of note, make sure that the certificate shows the following coverage:

- Address of insured location: **1120 Pacific Ave, Tacoma WA 98401**
- Business Personal Property on an "All Risk or Special Form" basis
- Tenant's name as referenced above on the certificate as an "insured"
- Year built: 1970, Construction type: Concrete
- Sprinkled? Central alarm system? No
- Fire alarm? Yes

The additionally insured will then be sent a copy of the Certificate of Insurance by the insurance company. You may not open your doors to the public until Spaceworks receives that Certificate.



### ***Liability Insurance Requirements for your Spaceworks Project (continued)***

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Liability insurance, on average, costs about \$50/month. We recommend you call around for quotes. Make sure to ask the same questions of each agent and be up front about all your activities so they can give you the most informed quote. It may be possible to add an additional location to your homeowner's insurance, check with your insurance agent.

List of Insurance companies:

#### **Soloman Insurance**

Scott Seitz & Sue Ring  
253.566.1069  
Scott@SolomanIns.com  
<http://www.weinsurewa.com>

#### **State Farm Insurance**

Carrie Kuhel  
carrie@kuhelinsurance.com  
253.927.9295  
<http://www.carriekuhel.com>

#### **Allstate Insurance Company**

Scott Thurston, Agency Manager  
Direct: (253) 448-8596  
Tel: (253) 474-1521  
Email: ScottThurston@allstate.com

#### **American Family Insurance**

*The Timothy Lopez Insurance Agency, LLC*  
Denyse Goodman, Sales Specialist - All Lines  
7512 Stanich Lane Unit 2  
Gig Harbor, WA 98335  
Office: 253.858.7200  
Fax: 253.858.7700

#### **Propel Insurance**

Kris Lawrence  
253.310.4014

#### **Taylor-Thomason Insurance**

Tom Taylor Jr.  
3401 S. 19th St.  
Tacoma, WA 98405  
253.284.7900  
tom@ttib.net  
[www.ttib.net](http://www.ttib.net)