



MOVE-OUT Procedures

- 1. Name of Company : \_\_\_\_\_
- 2. Suite(s): \_\_\_\_\_
- 3. Date of Move: \_\_\_\_\_
- 4. Moving Company: \_\_\_\_\_
- 5. Certificate of Insurance identifying the following as additional insured:
  - 1. Jones Lang LaSalle Americas, Inc.
  - 2. Greensboro Center Limited Partnership
  - 3. Greensboro Center, Inc.
  - 4. Greensboro Center Sub-Tier, LP
  - 5. Greensboro Center Sub-Tier, Inc.
  - 6. Tysons Equity Investors, LLC
  - 7. Greensboro Associates, LLC
  - 8. Greensboro Drive Acquisition Company, LLC
  - 9. Citigroup Global Mkts Realty Its Successors & Assigns ATIMA C/O Midland Loan Services as Servicer

This certificate should show evidence of insurance, in the name of the moving company, for Workman’s Compensation Insurance, Public Liability Insurance, with limits of \$2,000,000.00 per occurrence, and Property Damage Insurance, with limits of \$1,000,000.00 per occurrence.

- 6. Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 7. New Telephone Number: \_\_\_\_\_