

**Town Center  
Tenant Evidence of Insurance**

Town Center tenants are required to carry insurance at specified limits pursuant to their Leases.

Tenants must provide a certificate of insurance AND a copy of their insurance policies' endorsement page(s) evidencing such coverage to the Property Management Office.

The additional-named insureds on the policy should be:

*Columbus/East Town – OP&F, Inc.  
Continental Realty, Ltd.*

**Please attach the following endorsement forms when sending the certificate:**

1. General Liability Additional Insured
2. Waiver of Subrogation in favor of all Additional Insureds
3. 30 Day Notice of Cancellation

Sending a certificate only is not sufficient. Your current certificate states **“IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed.”**

Please have your insurance agent review the coverage requirements to ensure compliance and have the above forms submitted to us via email at [sklingel@continental-realty.com](mailto:sklingel@continental-realty.com) or send to:

Columbus/East Town – OP&F, Inc.  
c/o Continental Realty, Ltd.  
140 East Town Street, Suite 140  
Columbus, Ohio 43215

Sincerely,  
*Sonia Klingel*  
*Property Management*  
*Continental Realty, Ltd*  
*Phone: (614)224-8550*  
*Fax: (614)224-1064*  
*sklingel@continental-realty.com*