

Building Owners and/or Landlords want to be named as an Additional Insured on a moving company's General Liability Policy. The standard insurance forms require that there be a contract between the Additional Insured and the mover. When a tenant is moved out of or in to a building the contract is between the mover and the tenant (not the landlord). This simple agreement may qualify as an "agreement" to allow the insurance company to issue the Additional Insured Endorsement. Check with your insurance representative or the insurance company underwriter.

OFFICE TENANT MOVING AGREEMENT

NAME OF BUILDING OWNER OR LANDLORD:	
ADDITIONAL INSURED NAMES (if other than above)	
NAME OF TENANT:	
ANTICIPATED DATE OF MOVE:	
NAME OF MOVING COMPANY:	
MOVING COMPANY'S INSURANCE COMPANY:	

This Agreement provides that the moving company indicated above will, within reason, comply with the insurance requirements described in the lease documents between Building Owner/Landlord and the Tenant.

A Certificate of Insurance and any required policy endorsements will be provided by the Moving Company's insurance company to all of the parties shown above prior to the anticipated date of the move.

Insurance requirements are indicated below or are described on the attached document.

SIGNATURE OF LANDLORD:

SIGNATURE OF TENANT

Signature

Signature

SIGNATURE OF MOVING COMPANY

Date Signed

Signature



This is a sample agreement only. This may or may not fulfill the requirements of your insurance policy. Some policies will add an Additional Insured if there is a contract OR agreement; other policies may require a contract. Check with your insurance representative

7/1/18