

## **45-14 43<sup>rd</sup> Street & 45-20 43<sup>rd</sup> Street - Insurance and COI Information**

All outside contractors and movers need to present to Management a valid certificate of insurance (COI). A COI is a document used to provide information on insurance coverage. It contains information on limits of coverage, the insurance companies' names, policy numbers, named insured, and the policies' effective periods. **Management must review and approve all COIs to ensure proper coverage exist prior to commencement of work.** Upon receipt of COI, Management may also request a full copy of the contractor's insurance policies, or the index of policy endorsements & exclusions.

Please be aware: Contractors who refuse to share a COI and/or their supporting policy documents likely do not have valid insurance and will not be permitted to work on the premises.

Please ask your contractor or mover to prepare their COI as follows:

### **Building Address:**

45-14 43<sup>rd</sup> Street *or* 45-20 43<sup>rd</sup> Street  
Sunnyside, NY 11104

### **Primary Insured:**

Shareholders Name

Shareholders Address, Including Apt #

### **Additionally Insured:**

Laurel Hill Manor, Inc  
PO Box 720 247  
Jackson Heights, NY 11372

Norcor Management Corporation  
PO Box 720 247  
Jackson Heights, NY 11372

West Laurel Four Three LLC  
PO Box 720 247  
Jackson Heights, NY 11372

Shareholders Name

Shareholders Address, Including Apt #

COI must have language in Description Box that reads:

**"Certificate Holder is listed as additional insured on a primary and non-contributory basis. Liability policy includes full contractual liability and no third party action over exclusion."**