

LIONSGATE (520 W. 112TH Street): MOVE IN/MOVE OUT PROCEDURES

Prospective and current Lionsgate residents:

Lionsgate Condominium Management has specific requirements for move-ins and move-outs that must be observed to guarantee a successful move. Prior to the date of your move in or move out, you are required to:

- Send all certificates of insurance a minimum of two days (2) prior to your delivery, move, or start of construction. Do not send a certificate of insurance for a same day review. The vendor will be refused access if insurance is not approved by Management. All insurance certificates presented must meet the requirements below.
- A copy of the certificate and any applicable supplemental documentation must be emailed to Geri Duka gduka520w@gmail.com and Maureen Krug mkrug@midboro.com.

1. Insurance Requirements for Additionally Insured and Certificate Holder:

a) Additional Insured: All policies must list the following as “Additional Insured.”

- Midboro Management, LLC, 333 7th Ave, 5th Floor, NY, NY 10001
- Lionsgate Condominium, 516-520 West 112th Street, New York, NY 10025
- Unit Owner/Shareholder/Tenant Name and Address including unit

i. Language such as “when required under written contract” or “as required under written agreement” in the additional insured information section is acceptable only if the hold harmless agreement (Exhibit A) is obtained. This is exclusionary wording and does not afford any protection to the additional insured, unless a contract is provided or Exhibit A (attached) is executed by the vendor/contractor.

b) Certificate Holder: Lionsgate Condominium, c/o Midboro Management, LLC, 333 7th Ave, 5th Floor, NY, NY 10001

2. Provide proof of workers compensation coverage:

a) This can be indicated on the Accord Form or a separate declaration page from the New York State Insurance Fund (NYSIF). The name of the insured on the declaration page must match the name on the insurance certificate (vendor). The certificate holder should be the Lionsgate Condominium c/o Midboro Management, LLC, 333 7th Ave, 5th Floor, NY, NY 10001

b) For Minor projects only: If you are exempt, please provide proof of exemption

3. Coverage:

a) Deliveries, Move In/Outs, Cosmetic or Minor Work:

- General Liability should at least be \$1M per occurrence, \$2M aggregate
- Umbrella Liability should at least be \$3M per occurrence, \$3M aggregate

b) Interior Work *

- General Liability should at least be \$1M per occurrence, \$2M aggregate
- Umbrella Liability should at least be \$5M per occurrence, \$5M aggregate

c) Exterior Work *

- General Liability should at least be \$1M per occurrence, \$2M aggregate
- Umbrella Liability should at least be \$10M per occurrence, \$10M aggregate

*** For large scale projects (i.e. Capital Projects) please provide a full policy for review.**

Restricted – Unacceptable Insurance Carriers

1. This list is not all inclusive, but these carriers have denied claims for injury to workers (any worker) and/or do not have any contractual coverage. Other coverage gaps may also exist.
2. If the carrier is listed below, your contractor will be asked to provide additional supporting documentation, including sending their full policy for review.

If you have any questions about the insurance certificate, please do not hesitate to ask. Midboro is only looking to protect your interests and the interests of the building by denying access to any contractor or vendor that does not have sufficient insurance.

Acceptance Casualty Ins Co	First Mercury / Cover X	Preferred Contractors Insurance Co.
ACE	Gemini Insurance	Penn America
Alterra Excess & Surplus Ins Co	GUARD Ins Companies	Princeton Excess & Surplus
Am. European Ins Group	NorGUARD, AmGUARD, EastGUARD, WestGUARD	Rutgers
American Safety	Hermitage	Scottsdale
Arch	Hudson Insurance	Tokio Marine
Aspen Specialty	Kingstone Insurance Company	Tower
Atlantic Casualty	Maxum Specialty / Maxum Indemnity	Tudor (part of Western World)
Atlantic Mutual	National Fire and Marine	United Specialty Insurance
Burlington	Hudson Insurance	USLI
Century Surety / Century Insurance	Kingstone Insurance Company	U.S. Underwriters Ins Co
Colony Insurance	Maxum Specialty / Maxum Indemnity	U.S. Liability
Employer's Mutual Company	National Fire and Marine	Utica First
Endurance	Northfield (Travelers Ins Co)	Valley Forge
Essex • Binding Authority	Northland (Travelers Ins Co)	Western Heritage
Evanston	Nautilus Insurance	Western World
Everest	Nova Casualty	

For all additional questions about moving into Columbia Residential buildings, please review our [Moving Out Guidelines](#) or contact us via email at residential@columbia.edu