



**FREIGHT ELEVATOR RESERVATION**

Tenant \_\_\_\_\_

Subtenant \_\_\_\_\_

Building \_\_\_\_\_

Suite \_\_\_\_\_

**ATTN: OFFICE OF THE BUILDING**

Please be advised that on \_\_\_\_\_ at approximately \_\_\_\_\_ we will need the freight elevator to transport items. All liability for any injuries/damages will be covered under:

\_\_\_\_\_ Our current Tenant Certificate of Insurance that is on file with your office

\_\_\_\_\_ The mover's Certificate of Insurance. The moving company we are using is: \_\_\_\_\_



**CERTIFICATE OF INSURANCE REQUIREMENTS  
MUST BE GENERAL LIABILITY**

The following listed below must appear verbatim on the Certificate of Insurance:

1. Under **Description of Operations:**  
Duesenberg Investment Company, Topa Management Company, and John & Marion Anderson as Owner and their respective partners, agents and employees are named as additional insureds for operations at Topa Financial Plaza.
  
2. Under **Certificate Holder:**  
Topa Management Company as Authorized Manager  
for Duesenberg Investment Company  
500 Esplanade Dr, Suite 400  
Oxnard, CA 93036

**We require the Certificate of Insurance prior to usage of the freight elevator.**