



1900 West Loop South  
Suite 1300  
Houston, Texas 77027  
Phone: 713-231-1582  
[ann.morgan@transwestern.com](mailto:ann.morgan@transwestern.com)

Dear Tenant,

According to the terms of your lease, you are required to supply evidence of current insurance coverage. This certificate needs to be updated on a yearly basis. General liability must afford minimum protection of no less than required by your lease. Attached is a copy of the insurance requirements per your lease.

A sample certificate for your convenience is attached. You may forward this sample to your insurance carrier as it shows the wording that is required to be on the certificate and tends to promote prompt and accurate results.

We appreciate having you as a tenant and thank you for your immediate attention regarding this matter. Please feel free to contact me should you have any questions or concerns. You may also have your insurance company contact me with any questions.

PLEASE HAVE INSURANCE CERTIFICATES SENT TO THE FOLLOWING ADDRESS:

Transwestern as Agent for The Rose, Inc.  
11720 Katy Freeway, Ste. 400  
Houston, Texas 77079

Additional Insured should read:

**The Rose, Inc., 12700 N. Featherwood, Houston, Texas 77034 and Transwestern Property Company SW GP, LLC and Transwestern are additional insured's.**

Respectfully,

Ann Morgan  
Transwestern Property Manager – Gulf Coast Region  
[ann.morgan@transwestern.net](mailto:ann.morgan@transwestern.net)  
Ph. 713-231-1582 fx. 409-835-3764