



Date

Dear Contractor/Vendor,

In order to achieve the highest standards, Hunt Military Communities is requiring all contractor and/or vendors who provide service, or any other type of repair, maintenance, or labor to comply with the following insurance coverage. Insurance carriers shall be authorized and licensed to do business in the state where the contracted work will take place and must have an AM Best rating of "A-VII" or better.

You must submit your certificate of insurance before you begin work for Hunt Military Communities LLC.

Certificates of insurance must reflect the following additional insured entities: **the owner entity**, HBC Property Managers LLC, and the United States of America acting by and through the Secretary of the **Air Force or Navy**. The certificate holder will need to be the owner entity c/o HBC Property Managers LLC along with the El Paso corporate address. An example certificate has been attached with important wording.

An original endorsement with the aforementioned entities reflected as additional insured must be provided and is also to contain a provision that coverage afforded under the policies shall not be materially changed or cancelled without at least 30-days prior written notice to Hunt Military Communities LLC.

Following are required limits by insurance type.

**Commercial General Liability Insurance:** \$1 million combined single limit per occurrence for bodily injury, personal injury and property damage and \$2 million products/completed operations aggregate and \$2 million general aggregate limit applying separately to each project.

**Workers Compensation/Employers Liability Insurance:** Workers' Compensation limits as required by the Labor Code in the State where work is performed and Employers Liability limits of \$1 million per accident. Where applicable, coverage must also be extended to cover; US Longshoreman's & Harbor Workers Act, Maritime Extension, Federal Jones Act Extension.

**Automobile Liability and Property Damage Insurance:** \$1 million combined single limit per accident for bodily injury and property damage.

**Umbrella (for only certain pre-specified contractors):** \$2 million per occurrence and \$2 million aggregate. The policy shall be written on an "umbrella form" providing coverage excess of the underlying policies referenced above.

In addition to the insurance coverage, all contractors/vendors must comply with the following:

- Contractor/Vendor employees comply with Hunt's alcohol and drug free workplace requirements.
- Manager shall supply Contractor/Vendor with a copy of the Hunt Business Code of Ethics ("Code"). Contractor/vendor agrees to distribute the Code to all of its employees prior to commencing contractual services ensuring that each employee understands and complies with all requirements set forth in the Code.
- Contractor/Vendor employees wear uniforms, or shirts with company logo (shirts required), and nametags at all times and have no visible body piercing and are well groomed.

**HUNT COMPANIES, INC.**

El Paso, TX • Albuquerque, NM • Honolulu, HI • Washington, DC • Chicago, IL • Los Angeles, CA • Memphis, TN • Philadelphia, PA  
[www.huntcompanies.com](http://www.huntcompanies.com)

Hunt Companies, Inc.'s affiliates include Hunt Building Company, Hunt Development Group, Hunt Communities, Hunt Military Communities, TRECAP Partners, Hunt Capital Partners, WhiteHawk Capital, LLC, and LEDIC Management.

- Smoking is not allowed in occupied or vacant homes and common areas.
- Contractors/Vendor must park in spaces assigned by the site or be subject to towing.
- All Contractor/Vendor employees must be trained in safety procedures and have proper safety equipment.
- The job site must remain clean and secure daily.
- Contractor/Vendor employees must be courteous to our residents, team members, Base personnel and other contractor/vendors.
- Contractors/Vendors may not use day laborers; all workers must be on Company payroll.
- Contractor/Vendor employees must be legally residing in the United States.
- Contractors/Vendors **CANNOT** give Hunt employees anything that could be construed as a kick-back to include but not limited to gifts, trips or money.
- Contractors/Vendors may not provide free services to Hunt employees, residents or Base personnel.
- No duplication of invoice numbers is permitted.
- All Contractor/Vendor Owners and employees, as well as subcontractors and their employees, will abide by Hunt Companies' ("Hunt") Code of Ethics ("Code"), hereto attached as Exhibit "A." This Code sets forth the basic foundations of Hunt's business practices. Hunt may immediately terminate its relationship or contract with any contractor, vendor or subcontractor whose conduct violates applicable laws, regulations, the Code or basic standards of business honesty and integrity.
- Contractor/Vendor owners and employees must disclose any personal or family relationships with on-site staff or other Hunt employees prior to rendering services. To avoid a conflict of interest or appearance of a conflict of interest, the definition of "relationships" should be interpreted very broadly to encompass any relationship except previous professional interactions. Please list any form of personal or family relationships in the following space provided. If no relationship exists please write "None."

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- Contractor/Vendor owners and employees are trained in workplace safety via documented safety meetings and training, and are aware of the emergency action plan. Ongoing weekly inspections of equipment take place (including but not limited to PPE, tools, cords, ladders, lifts, scaffolding, generators and vehicles). Contractor/Vendor owners and employees will abide by the safety policies that Hunt Companies has in place and will consent to safety inspections by designated Hunt representatives.

We look forward to working with you.

Sincerely,

By: \_\_\_\_\_  
 Community Director  
 Hunt Military Communities

Name: \_\_\_\_\_  
 Please Print

I have read and acknowledge the terms and conditions of this letter.

By: \_\_\_\_\_  
 Authorized Signatory  
 XYZ Company

Name: \_\_\_\_\_  
 Please Print

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