



Requirements to be established as a vendor for Hunt Companies, Inc. (HCI)

Documents required for all:

- W-9
- Confirmation of payment remittance address, either by
 - a. Sample invoice showing remittance address for payment**OR,**
 - b. Confirmation of remittance address on company letterhead

These documents may be sent directly to the corporate office in El Paso, if directed to by the HCI representative at the property or project.

Additional documents required for providers of on-site trade work or services

Certificate of insurance (standard Accord form) evidencing current in force coverage for:

- general liability,
 - worker's compensation coverage,
 - auto liability coverage
- 1) Expressly for coverage at the property or project location
 - 2) Limits as required by the contract or stipulated by the specific location, meeting minimum requirements established by HCI

These certificates should be sent to the property or project location directly.