



## VENDOR / CONTRACTOR CERTIFICATE OF INSURANCE

**To:** All Vendors, Contractors, and Sub-contractors  
**From:** Josh Lack, Property Manager  
**Re:** *Certificate of Insurance for services rendered at  
5444 Westheimer, Houston, Texas 77056*

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To perform work on this premises, Tanglewood Property Management must have a current Certificate of Insurance evidencing compliance by **tenant, tenant's contractor, and all subcontractors** of owner's requirement\* on file in our office. Therefore, please fax this memo to your insurance carrier and request they issue an original certificate with an original signature to be issued in the name of:

**Mail to:** *Franklin Post Oak, Ltd.*  
c/o Tanglewood Property Group  
5444 Westheimer, Suite 1500  
Houston TX 77056

\*Confirm that you purchase your own:

- Workers Compensation (Statutory) & Employer's Liability (\$500,000)
- General Liability (with limits of \$1 MM each occurrence/\$2 MM General Aggregate)
- Automobile Liability (with minimum limits of \$1MM each occurrence)

NOTE: All policies are to be endorsed (i) name Landlord as Additional Insured and (ii) waive Underwriters rights of Subrogation against Landlord (except under Workers Compensation).

***NOTE TO INSURANCE CARRIER...please fax a copy to 713-877-8638 as soon as possible and mail original to the above stated address. Thank you for your immediate attention to this matter.***