



**VENDOR / CONTRACTOR  
CERTIFICATE OF  
INSURANCE**

**To:** All Vendors, Contractors, and Sub-contractors  
**From:** Tanglewood Property Management Company, LLC  
**Re:** *Certificate of Insurance for services rendered at  
5599 San Felipe St., Houston, Texas 77056*

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 additionally insured in the name of:

**5599 San Felipe, Ltd.  
San Felipe Tower, LLC  
Tanglewood Property Management Company, LLC**

**Mail to: 5599 San Felipe, Suite 106  
Houston TX 77056**

\*Confirm that you purchase your own with at least:

- Workers Compensation (Statutory) & Employer's Liability (\$500,000)
- General Liability (with limits of at least \$1 MM each occurrence/\$2 MM General Aggregate)
- Automobile Liability (with minimum limits of at least \$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). If the Certificate references "as required by written contract" in the description box, then the written contract must be reviewed by Tanglewood prior to commencement of any work.

***NOTE TO INSURANCE CARRIER...please fax a copy to 713-621-0218 as soon as possible and mail original to the above stated address. Thank you for your immediate attention to this matter.***