

VENDOR INSURANCE CERTIFICATE GUIDELINES

Before commencing work and until completion and final acceptance by Owner, all contractors shall obtain and maintain, at its expense, no less than the following types and amount of insurance and in form and substance, acceptable to Owner from insurers with an A.M. Best rating of A-VII or higher.

All contractors are responsible for submitting a valid Certificate of Insurance prior to commencing work at any of our managed properties. The certificate must: 1) indicate that insurance coverage is currently in force, 2) meet the minimum insurance requirements outlined below 3) be properly worded to indemnify the ownership of the building and Cape Fear Commercial. Please contact us for the *Landlord Entity Name* prior to commencing work.

If the insurance provider has any questions, please have them call Cape Fear Commercial at 910-344-1000. The insurance coverage and wording requirements are summarized below. Every certificate of insurance submitted to our office must contain the following information:

- 1) Issue Date: (Top right of form) Date your Insurance Provider issued this certificate for your firm.
- 2) Producer: Your Insurance Agent or Broker.
- 3) Companies Affording Coverage: A listing of each insurance carrier who is providing the various types of insurance coverage that you carry.
- 4) Insured: Your exact company name and address (the one you use when invoicing).
- 5) Insurance Coverage: Cape Fear Commercial requires that all contractors have insurance coverage at the contractor's expense, in the following minimum amounts:
 - (a) Commercial General Liability –
\$1,000,000 per occurrence/\$2 million general aggregate:
Bodily Injury & Property Damage including:
Product liability
Completed operations
Contractual Liability
Personal injury liability
Broad Form Property Damage
Explosion, Collapse and Underground Property damage (as necessary)
 - (b) Commercial Automobile Liability –
\$1,000,000 Combined Single Limit including:
Owned Vehicles
Hired or Leased Vehicles
Non-Owned Vehicles

(c) Worker's Compensation – as required by applicable law
Employer's Liability -- \$1,000,000.
The Policy shall have a waiver of subrogation in favor of the Owner

(d) Umbrella Liability -- \$3,000,000.

(e) Errors and Omissions – for Consultants, Architects & Engineers

6) Description of Operations: You must word this section as follows:
Cape Fear Commercial, and the *Landlord's Entity Name* are additionally insured.
Cape Fear Commercial and its affiliates shall be named as an *Additional Insured* on all
Contractors' liability insurance policies and shall have a severability of interest's
provision.

7) Certificate Holder: This must read as follows:

[Landlord's Entity Name]
c/o Cape Fear Commercial, LLC
1051 Military Cutoff Road, Suite 200
Wilmington, NC 28405

8) Cancellation: Thirty- (30) days' notice is the minimum notice.

9) Authorized Representative: Certificate must be signed by Underwriter, Agent or your
Insurance Company's Broker.

Please submit your insurance certificate along with a completed W-9 to
pmmaintenance@capefearcommercial.com