

SUBCONTRACTOR APPLICATION FORM

Name,
As shown on tax return

Services Provided/
Scope of Work

SUBCONTRACTOR BUSINESS INFORMATION

Contact Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Accounting Point of Contact: _____

Phone: _____ Fax: _____ Email: _____

Physical Address: _____
Street City/State Zip

Remit to Address: _____
Street City/State Zip

Website: _____

Operating As:

If you are an LLC, please check the entity type you are taxed as

- Corporation
- Partnership
- Sole Proprietor
- Non-Profit Organization
- Government
- LLC Taxed As: _____

Federal Employee Identification Number, Social Security, or GST: _____

Years in business: _____

Net Terms: _____

Subcontractor Signature Print Title Date

INSURANCE REQUIREMENTS

In an effort to expedite our project start up, we are asking our subcontractors to submit certificates of insurance that comply with the requirements set by Gallant Builders.

Below is a list of those insurance requirements.

COMMERCIAL GENERAL LIABILITY

minimum \$1,000,000 General Aggregate/ \$1,000,000 per occurrence

AUTOMOBILE LIABILITY

minimum \$1,000,000 combined single limit

WORKERS COMPENSATION LIABILITY

minimum \$1,000,000 Employers Liability

UMBRELLA EXCESS LIABILITY

minimum \$5,000,000

- Certificate must list Gallant Builders as additionally insured
- Certificate must provide Gallant Builders with a waiver of subrogation
- Certificate must provide 30 days' cancellation notice

Certificate Holder must read as the following:

GALLANT BUILDERS, LLC
6990 PORTWEST DRIVE, SUITE 170
HOUSTON, TX 77024

Please note that subcontractors' insurance is primary to any insurance carried by Gallant Builders. No action by Gallant Builders relieves subcontractor from its duties to provide the required insurance coverage. It is noted that the above limits requested are not to be construed, in any way, as limiting the Subcontractors liability in the event of legal action or claim.

ADDITIONAL DOCUMENTATION REQUIREMENTS

BASIC COMPANY

- Signed and dated W-9*
- Surety Letter*

CERTIFICATIONS

- Trade Licenses, if applicable to your firm*
- MBE/ DBE Certifications, if applicable to your firm*

FINANCIAL

- Bank Credit Reference Letter*
- Consolidated Financial Statements*

SAFETY, (If Safety Questionnaire was completed)

- 3-year OSHA 300A Logs*
- 3-year EMR NCCI Sheets or state equivalent documents*