

To: All Vendors

From: Transwestern

Re: 11330 Clay Road
Westway Plaza

Dear Vendor:

Please be advised that all vendors of Westway Plaza are required to maintain commercial general liability insurance on an occurrence basis and provide our office with a current Certificate of Insurance. The minimum requirements are as follows:

General Liability: \$1,000,000 Per Occurrence/ \$2,000,000 Aggregate

Umbrella Liability: \$1,000,000 Per Occurrence/ \$1,000,000 Aggregate

Automobile Liability: \$1,000,000 combined single limit. Include coverage on all owned, hired and nonowned automobiles.

Workers' Compensation and Employers' Liability Insurance: \$1,000,000 each accident for bodily injury by accident; \$1,000,000 bodily injury by disease.

TDC CLAY, L.P. ("Owner") and TRANSWESTERN PROPERTY COMPANY SW GP, LLC d/b/a Transwestern is Owner's authorized property manager ("Manager") (must be named as additional insured).

Attach additional insured endorsement to the certificate:

Certificate Holder is additional insured to the general liability evidenced per the limits inclusive and not to exceed as required by written contract. A waiver of subrogation is granted to the certificate holder as respects the Insured's workers compensation insurance evidenced.

In addition, please be certain that the certificate includes a waiver of subrogation and references the property location as "Westway Plaza – 11330 Clay Road." The original certificate confirming the above-stated coverages and insureds and proof of Worker's Compensation Insurance **must be forwarded to: Transwestern, 11330 Clay Road, Suite 180 Houston, TX 77041.**

If you have any questions or require additional information, please call our office at 281-759-0325. Thank you for your cooperation.

Sincerely,

Maricela Villanueva

Maricela Villanueva
Assistant Property Manager