



GENERAL INFORMATION:

Company Name:					
Name:		Office Contact:			
Address:					
City:		State:	NC	Zip:	
Office #:		Mobile #:			
Alternate #:		Fax #:			
E-mail:		Website:			
Is your company incorporated?(please circle) YES / NO <input checked="" type="radio"/>		Federal Tax ID # or Social Security #: _			
*(NOTE: A valid number and a W-9 must be on file)					

INSURANCE INFORMATION (For Subcontractors):

Our Insurance Policy is as follows:							
<p>You <u>MUST</u> carry the <i>minimum coverage</i> as follows:</p> <table> <tr> <td>General Liability:</td> <td style="text-align: right;">\$1,000,000.00</td> </tr> <tr> <td>Worker's Compensation:</td> <td style="text-align: right;">\$500,000.00</td> </tr> <tr> <td>Auto Liability</td> <td style="text-align: right;">\$1,000,000.00</td> </tr> </table> <p style="text-align: center;"> Wolfe Homes must be named as Additional Insured Waiver of Subrogation must be instated for Wolfe Homes </p> <p style="text-align: center;"><u>ALL SUBCONTRACTORS are required to carry Worker's Compensation and General Liability Insurance.</u></p>		General Liability:	\$1,000,000.00	Worker's Compensation:	\$500,000.00	Auto Liability	\$1,000,000.00
General Liability:	\$1,000,000.00						
Worker's Compensation:	\$500,000.00						
Auto Liability	\$1,000,000.00						
<p>You are responsible for getting that information to us from your insurance company. (We will NOT contact your insurance company for you.)</p> <p>If at any time you have a lapse in coverage, or do not have a current COI, we will deduct a minimum of 25% from your invoice: 20% for Worker's Compensation and 5% for General Liability. You may also be asked to leave the job site until this can be provided or reinstated.</p>							
Subcontractor initial _____							

PAYMENT POLICY (For Vendors and Subcontractors):

Our Payment Policy is as follows:
<p>Invoices received in our office by the <u>10th</u> will be paid on the <u>25th</u> Invoices received in our office by the <u>25th</u> will be paid on the <u>10th</u> Submit invoices to <i>invoices@wolfehomes.com</i></p> <p>Invoices must be submitted within 60 days of completion for payment. Invoices submitted past 60 days will not be paid.</p> <p>If the 10th or 25th falls on <u>a weekend and/or a holiday</u>, checks will be released on <u>the following business day</u></p> <p>All invoices are to be turned in for completed work only and are subject to managers' approval and proper verification of W-9s and insurance certificates.</p> <p>Your invoices will NOT be paid until ALL information is received.</p>

By signing below you agree: I have read and fully understand these policies for Vendors and Subcontractors.

Vendor/Subcontractor Signature

Date



See what passion can build.™

Wolfe Homes Trade Partner Guidelines

1. All trade contractors must cleanup **both inside and outside the home** daily.
 - Place all debris and waste material in trash pen/dumpsters.
 - Any hazardous or toxic chemicals used must be taken with the trade partner once the job has been completed. Under no circumstances are hazardous or toxic chemicals to be placed in the trash pen/dumpster. Examples of hazardous or toxic chemicals include but are not limited to: paint, paint thinner, caulk tubes, PVC glue, PVC cleaner, flooring glue, and household cleaners.
 - All boxes will be broken down before being placed in the trash pen/dumpster.
 - Homes must be broom swept each day.
 - Driveways must be scraped as needed and broom swept at the end of each workday.

Note: When arriving at the jobsite, if you find that the previous trade has not cleaned up thoroughly, it will be your responsibility to contact the Project Manager immediately. If you do not notify Wolfe Homes staff, you will be responsible for the cleanliness of the house.

2. The front entry door must remain locked at all times. The garage to house door will be used to enter and exit the home. Keep all exterior doors closed while working in our homes. Close all windows and doors (including garage door) in home before leaving. All houses must be locked by the last person out.
3. All extension cords must be run through windows. Care must be taken to prevent damage to windows.
DO NOT RUN EXTENSION CORDS THROUGH EXTERIOR DOORS.
4. Remove shoes or wear shoe covers before entering carpeted and vinyl areas.
5. Counter tops are to remain free of tools and materials at all times.
6. NO SMOKING, FOOD, OR DRINKS IN HOMES. ABSOLUTELY NO ALCOHOL OR DRUGS ON JOBSITES
7. THERMOSTAT SETTINGS - At no time can the thermostat be adjusted to anything other than what is set forth below:
 - SUMMER / Air Conditioning season: 76 Degrees
 - WINTER / Heating season: 66 Degrees

8. No parking in driveways or on lots. All vehicles must remain in the street. Driveway barricades must not be moved. Park only on designated side of street when specified. Care must be taken not to damage any Lot Sold/Available signs. If trade partner is found to have damaged signs and or barricade, trade will be responsible for replacement and or fines.
9. Report vandalism immediately.
10. POSTED SPEED LIMIT SIGNS MUST BE OBSERVED IN ALL COMMUNITIES AND NEIGHBORHOODS.
11. All schedules must be kept on a daily basis 100%. The Wolfe Homes Project Manager is the only person authorized to adjust scheduled dates. All trade contractors are responsible to complete all quality check items 100% by the scheduled date. Quality check items for the walk through orientation check list must be completed by 2 PM on the scheduled day.

NOTE: Failure to complete all quality check items 100% by the scheduled date will result in a fine.

12. All trade contractors must be able to be contacted during business hours and email/phone availability is required.
13. Respect other trades' work.
14. All trades are to provide ladders, if needed for municipal inspections.
15. Lock boxes are to remain on doors and keys used from them are to be returned to the box immediately.
16. Work hours for all communities will be from 7 a.m. until 8 p.m. or per specific municipality requirements.
17. We supply Port-o-lets within all jobsites. It is not permissible to use a Wolfe home or the surrounding grounds as a restroom facility unless permission is given by the project manager or homeowner.
18. UNDER NO CIRCUMSTANCES IS THE TRADE CONTRACTOR AUTHORIZED TO REMOVE BUILDING MATERIALS FROM THE JOBSITE UNLESS EXPLICITLY AUTHORIZED IN THEIR TRADE CONTRACTOR AGREEMENT.
19. All Trade Contractors are expected to be respectful towards the privacy and property of existing homeowners.
 - o Do not walk or drive on closed lots.
 - o Do not use any utilities (water, power, etc.) on closed houses.
 - o Do not track mud onto flatwork of closed homes.
 - o Do not play loud music.
 - o Profanity will not be tolerated.
 - o Do not dispose of trash or cigarettes on closed lots.
 - o Do not block mailboxes or driveways of closed homes.
20. Vehicles and/or equipment left in communities overnight must be marked with cones, reflective triangles or caution tape.
21. If lot access is requires for deliveries or grading work, it is not permissible to drive over silt barriers, Remove silt barrier, make deliver or perform work, replace silt barrier, scrape or clean debris in street.
22. Trade Partner acknowledges that they must meet all OSHA requirements including but not limited to:
 - o Personal Protection Equipment must be worn as required
 - o Appropriate fall protection must be used
 - o Ladder safety must be observed
 - o Proper electrical equipment and safety must be utilized

Trade Partner agrees to fully train all personnel on above requirements prior to sending to the jobsite.

Any violation of the guidelines listed above may result in a fine and/or disciplinary action.

Trade Partner's Signature

Company Name

Position/Title

Date

Position/Title

Wolfe Homes

Date