

TRADE PARTNERS PACK

Florida Built Homes LLC

Registration, Policies & Requirements, Agreement, Form W-9

TRADE PARTNERS REGISTRATION FORM

Vendor Information

Vendor Name: _____

Vendor Trade: _____

Address: _____

City, State, Zip: _____

Vendor Phone: _____

Owner Information

Contact Name: _____

Mobile No.: _____

Alternate No.: _____

Email Address: _____

Tax and License Information

EIN or SSN: _____

Contractors Lic: _____

Occupation Lic: _____

Lien Waiver Signatories

Additional Documentation Required

____ Proof of Liability Insurance.

____ Copy of Driver's License for Owner.

____ Proof of Workers Compensation.

____ Copy of Driver's License for Signatories.

TRADE PARTNERS POLICIES AND REQUIREMENTS

Insurance Requirements

Florida Built Homes LLC must be provided a valid certificate of insurance from you listing Florida Built Homes LLC as “Additional Insured” with a minimum of the following limits.

General Liability: \$1,000,000 per Occurrence and Person.
 \$2,000,000 for General and Aggregate Products.

Workers Compensation: \$100,000 per Occurrence and Person.
 \$500,000 for General and Aggregate Products.

Invoicing and Payments

All invoices must include the Project Name.

Invoices should be submitted each Friday for work completed through Thursday.

Checks are issued on a two-week cycle.

Lien waivers must be signed before checks are issued.

Submitting Invoices

Invoices should be submitted via email to office@floridabuilthomes.com.

Additional Work

No additional work should be performed without a new estimate being accepted or a change order being issued.

I have read, received and understand Vendor Policies and Requirements for Florida Built Homes LLC and am willing to comply with the above policies and requirements.

Signature: _____

Vendor: _____

Title: _____

Date: _____

TRADE PARTNERS AGREEMENT

THIS TRADE PARTNERS AGREEMENT ("Agreement") is made and entered into this _____ day of _____, 20____ by and between Florida Built Homes LLC ("Contractor") whose business address is set forth below and _____ ("Subcontractor") whose business address is set forth below for work to be performed (in each case, a "Project").

1. Subcontract Price. For each Project, Subcontractor shall be paid (the "Contract Price") for the Work performed by Subcontractor for each Project, which sum is the complete price including, but not limited to, all labor, rental of equipment, tools, permits, licenses, insurance, taxes, bonds, transportation, meals, lodging, overtime, profit, overhead, electric and water meters and supply lines. No other or additional amount shall be paid without a written change order signed by Contractor and Subcontractor. Change orders, signed by both parties, may also reduce the Contract Price. For the Contract Price and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Subcontractor and the Contractor hereby agree as follows:
2. Scope of Work. The Subcontractor shall furnish, at its own expense, all tools, machinery, equipment, labor, management, and Project supervision for each Project for the proper and timely completion of the agreed upon work ("the Work"). Contractor and Subcontractor hereby agree that additional terms and conditions for a particular Project may be incorporated herein as an Exhibit and/or Addendum to this Agreement, signed by both parties.
3. Workmanship. Subcontractor shall perform the Work in a thorough, efficient, professional and workmanlike manner, promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified personnel, equipment, and materials.
4. Safety. Subcontractor shall comply with applicable state and federal safety standards including, but not limited to those promulgated by the US Occupational Safety and Health Administration.
5. Warranty. Subcontractor warrants its Work for a period of one (1) year against all defects in materials or workmanship.
6. Time of Commencement; Completion. Subcontractor shall, unless otherwise advised in writing by Contractor, commence its Work on each Project as agreed ("Commencement Date"), and complete the Work, including final inspection by agents of governing authorities, within an agreed upon period ("Completion Date").
7. Independent Contractor. Subcontractor is an independent contractor and not an employee of Contractor.

8. Insurance. The Subcontractor, at its own expense, shall obtain and maintain in full force and effect, without interruption during the term of the Agreement, the following minimum levels of insurance:

- A. *Workers' Compensation* insurance covering the legal liability of the Contractor and its Subcontractors under the applicable workers' compensation or occupational disease laws for claims for personal injuries and death resulting therefrom to the Contractor and its Subcontractor's employees. The Subcontractor shall also obtain a minimum of \$500,000 of Employers' Liability insurance. Certificates of insurance must include a waiver of subrogation in favor of Contractor. An example is NCCI endorsement Form WC 00 03 13.
- B. *Commercial General Liability* insurance covering the legal liability (including liability assumed contractually, whether incidental or not) of the Subcontractor who may be engaged in the services, for claims for personal injuries (including death) and property damage resulting therefrom arising out of the services to be performed by the Subcontractor, in an amount not less than \$1,000,000 for any one occurrence, \$2,000,000 general aggregate (subject to a per project general aggregate provision), \$2,000,000 Products/Completed Operations aggregate limit.
 - Commercial General Liability insurance shall be obtained and shall include, products/completed operations, cross liability, severability of interest and property damage (if required), and Contractor as well as its directors, officers and employees shall be named as an additional insured on such Commercial General Liability policy regarding liability arising out of operations performed under this Agreement.
 - Any additional insured form must provide coverage for Products/Completed Operations, which must be shown on the certificate of insurance or its equivalent. An example is Form CG 20 37.
 - Any additional insured form must provide coverage for ongoing operations, which must be shown on the certificate of insurance or its equivalent. An example is Form CG 20 10.
 - A waiver of subrogation form or its equivalent language must be shown on the certificate of insurance. An example is Form CG 24 04.
 - Form CG 22 94 or its equivalent language shall not be used.

C. *Automobile Liability* insurance covering the legal liability (including liability assumed contractually, whether incidental or not) of the Subcontractor who may be engaged in the services, for claims for personal injuries and death resulting therefrom and for property belonging to other than the Subcontractor caused by vehicles licensed for public road use used by the Subcontractor in an amount not less than: \$300,000 combined single limit. Automobile Liability insurance shall provide coverage for owned, hired or non-owned automobile or other automotive equipment.

- The Subcontractor's insurance coverage shall be primary and non-contributory, as respects work on this project for Contractor, its directors, officers, and employees.
- With respect to each Project, Subcontractor shall maintain general liability insurance which includes products completed operation coverage for a minimum of two (2) years following issuance of a certificate of occupancy for each such Project.
- Any insurance or self-insurance maintained by Contractor shall be excess of the Subcontractor's insurance.
- All certificates of insurance must be provided by Subcontractor to Contractor prior to Subcontractor work begins.
- The Subcontractor, in its agreements with subcontractors, shall require subcontractors to obtain insurance meeting the minimum limits and incorporating the contractual requirements prescribed by this Section.
- The Subcontractor hereby waives and relinquishes any right of subrogation against Contractor and its agents, representatives, employees, and affiliates they might possess for any policy of insurance provided under this Section or under any State or Federal Workers' Compensation or Employer's Liability Act.
- Subcontractor shall require its insurer to notify Contractor thirty (30) days prior to the effective date of any cancellation or material change in any of the required policies.
- To the extent that the Subcontractor utilizes deductibles in conjunction with the insurance required by this Agreement, all deductible expenses shall be assumed by the Subcontractor.
- Insurance shall be placed with insurers with an A.M. Best rating of not less than A-.

9. Termination of Agreement. Contractor may also terminate this Agreement and dismiss Subcontractor from the job site at any time, in Contractor's sole discretion, without cause, by providing Subcontractor with written notice of such termination. Such termination shall be effective as of the time and date stated in such written notice.

10. Indemnification for Subcontractor's Actions. To the extent permitted by law, Subcontractor shall indemnify, defend and hold the Contractor and its shareholders, directors, officers, employees, and agents harmless against all losses or claims and costs incidental thereto (including costs of defense, settlement, and reasonable attorney's fees) which any and all of them may incur as a result of bodily injuries (including death) to any person, damage (including loss of use) to any property (public or private), which arise out of or are in any way connected with: (i) the performance of the Subcontractor Agreement; (ii) the negligent acts or omissions of Subcontractor, Subcontractor's employees, agents and contractors; (iii) Subcontractor's breach of this Agreement; or (iv) or Subcontractor's failure to comply with applicable laws, ordinances, and regulations.

11. Venue. The exclusive venue relating to this Agreement shall be in the State where each Project is located. Any claim and/or cause of action between the Parties shall only be initiated and maintained in this exclusive venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Florida.

12. Attorneys' Fees. In the event of any dispute between Contractor and Subcontractor, the prevailing party in any litigation related thereto shall be entitled to recover its attorneys' fees and costs, whether incurred before trial, at trial and upon all appellate levels and in any administrative or bankruptcy proceedings.

13. Arbitration. Any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by arbitration within twenty-five miles Orlando, FL, before one arbitrator. At the option of the first to commence an arbitration, the arbitration shall be administered by JAMS pursuant to its Streamlined Arbitration Rules and Procedures. Judgment on the Award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction.

- Allocation of Fees and Costs: The arbitrator may, in the Award, allocate all or part of the costs of the arbitration, including the fees of the arbitrator and the reasonable attorneys' fees of the prevailing party.

14. Severability. Should any part or parts of this Agreement be invalid, it is mutually agreed that such parts or part of this Agreement shall not invalidate the remaining part or parts thereof.

15. Headings. Section headings are not to be considered a part of this Agreement and are not intended to be a full and accurate description of the contents hereof.

16. Entire Agreement. This Agreement has been fully negotiated between the parties at arm's length and neither party has been coerced to execute it. This Agreement constitutes the entire agreement between the parties relating to the provision of the Work and supersedes any and all prior agreements, whether written or oral, that may exist between the parties. This Agreement may be amended only by a written instrument signed by each party.

SUBCONTRACTOR

Signature: _____

Company: _____

By: _____

Title: _____

Date: _____

Address: _____

CONTRACTOR

Signature: _____

Company: Florida Built Homes LLC

By: _____

Title: Managing Partner

Date: _____

Address: 3320 McCormick Woods Dr

Ocoee, FL 34761

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.