



Welcome to the La Casa Builders Inc. team of quality subcontractors! We are pleased to have the opportunity to do business with your company. But first, we have several items that need your attention.

Since we have superintendents working on several projects at one time, we must require that all of your billing and correspondence includes not only the **name** of the project, but also the **project address** and the job number as well. Again, the more information we have, the more quickly we will be able to answer your questions and process your payments. You can email your billing to [accounting@lacasabuilders.com](mailto:accounting@lacasabuilders.com) fax or mail, whichever you prefer.

*We suggest following AIA format, or format similar.*

*Please sign and return your subcontract-change order, or contact our office if you have any questions/issues with your contract.*

*Complete Contract Number or Purchase order Number (located on top of subcontract- When invoicing, refer to your subcontract; we refer to the subcontract when processing invoices)*

*Name of Job ~ address of Job*

*Invoice date*

*Invoice number*

*Your invoice needs to reflect the following:*

*original contract amount*

*change orders*

*payments made.*

*Do not lump change order amounts into the invoice – list the amount separately.*

**INVOICES TO BE SUBMITTED BY THE 25<sup>th</sup>, FOR PAYMENT ON THE 15<sup>th</sup>! Unless it is a deposit, payments will no longer be processed to the 15<sup>th</sup>!!**

**\*\*\*\*\*Please make sure that when you bid the project you have sales tax covered. If the job is tax exempt, we will send the proper tax form.**

**Please do NOT send me an invoice with sales tax if you did NOT originally put the sales tax on your bid\*\*\*\*\* It is not our responsibility to cover sales tax if you forgot to include it in your bid.**

Please **completely** fill out the following information and return it to La Casa Builders Inc. (address below). Remember: no payments will be approved until we receive all the enclosed documentation.

\*Please check one:  Corporation or LLC  Sole Proprietor/Single Member  Partnership  Limited Liability Company LLC

TYPE OF BUSINESS: (please check the appropriate box, or both if applicable):

Vendor (supplier of material)

Subcontractor

Full Company Name, (include dba): \_\_\_\_\_

Physical Address: \_\_\_\_\_

(Number/Street/Building/Suite)

(City/State/Zip)

Remittance Address: \_\_\_\_\_

(Number/Street/Suite or P.O. Box)

(City/State/Zip)

Owner Contact: \_\_\_\_\_ Phone #:( \_\_\_\_\_ ) \_\_\_\_\_

Estimator Contact: \_\_\_\_\_ Phone #:( \_\_\_\_\_ ) \_\_\_\_\_

Estimator Contract email: \_\_\_\_\_

8260 East Gelding Drive, Suite 104, Scottsdale, AZ 85260  
Office (480) 922-2101 Fax (480) 991-7426  
License #091247

Field Contact: \_\_\_\_\_ Cell #:( ) \_\_\_\_\_

Field Contract email: \_\_\_\_\_

Accounting Contact: \_\_\_\_\_ \*Phone #:( ) \_\_\_\_\_

Accounting email: \_\_\_\_\_

Arizona Contractors License #: **#ROC-** \_\_\_\_\_ **(Residential license)**

Federal ID #: \_\_\_\_\_ \*AZ Trans. Privilege #: \_\_\_\_\_

Subcontractor Type: \_\_\_\_\_  
(Type of materials/ service provided)

## **INSURANCE REQUIREMENTS**

As per Arizona statutes, La Casa Builders is required to have a current certificate of insurance for your **Workers Compensation** coverage on file.

We also must have a current certificate of insurance for your **General & Automobile Liability** coverage as well. And, because of new requirements by our insurance carrier, La Casa Builders must be named as "**additional insured**" on your **General Liability** policy and it **must be endorsed!** Please include a copy of the **endorsement** with your certificate. Payments will not be processed without this endorsement.

If you provide professional services, such as engineering or surveying, then you must also provide a certificate of insurance for your Professional Liability coverage.

Subcontractor shall carry the following insurance coverage's and provide Builder, Owner & all related entities with appropriate certificates and endorsements to evidence the coverage is in force at all times during subcontractor's performance of the work and during all warranty and follow-up work on the project.

1. Commercial General Liability insurance utilizing ISO Form CG 0001 (or its equivalent) in an amount of no less than \$1,000,000 per occurrence, \$2,000,000 general and \$2,000,000 products/completed operations aggregate & \$1,000,000 personal and advertising injury with a deductible or SIR not to exceed \$10,000. Subcontractor shall name Builder and Owner as an "Additional Insured" on this policy. Additional insured status shall include both premises/operations using AI form CG 2010 07 04 (or equivalent) and products/completed operations coverage using AI form CG 2037 0704 (or equivalent). Additional insured status shall be provided for 8 years after completion of the work. Policy shall contain a "Waiver of Subrogation" in favor of the Builder and Owner. General liability policy shall include a per project general aggregate. Subcontractor's liability policy shall be primary and non-contributory with respect to Owner and Builder.
2. Automobile Liability insurance for all motor vehicles operated by or for the subcontractor, including all owned, hired and non-owned auto's, with minimum combined single limits of \$1,000,000 for each occurrence.
3. Worker's Compensation insurance to meet the statutory limits of the state in which the work is performed and to include Employer's Liability coverage with minimum limits of \$1,000,000/\$1,000,000/\$1,000,000.00.
4. All insurance policies shall be written on an occurrence basis. Subcontractor shall be responsible to insure that all lower tier subcontractors that may be brought to the site or do work on the project carry the same limits of liability as indicated above. All carriers shall carry a minimum A. M. Best rating of "A- VII".
5. Builder shall be named as an additional insured on General Liability insurance policy. If it is found at any time during the performance of this Subcontract that SUBCONTRACTOR is not carrying Workers Compensation on himself or his employees, BUILDER reserves the right to deduct from this contract an amount equal to 20% of 50% of the total contract price in order to cover the Workers Compensation as required by the State of Arizona and as determined by BUILDER'S insurance carrier. Prior to the commencement of the work to be performed by SUBCONTRACTOR hereunder, or at any time during the course of such performance, BUILDER requires SUBCONTRACTOR to provide original certificates issued by responsible insurers to evidence all coverage hereby required, and the failure of SUBCONTRACTOR to provide any such certificates upon request shall disqualify SUBCONTRACTOR from undertaking or continuing with the work and shall

constitute grounds, at the election of BUILDER for the immediate termination of this Subcontract and the substitution of another subcontractor to complete the work. In such event, the amount paid to the substitute subcontractor shall be deducted from any amount which would otherwise become payable to SUBCONTRACTOR hereunder.

6. Commercial General Liability insurance utilizing ISO Form CG 0001 (or its equivalent) in an amount of no less than \$1,000,000 per occurrence, \$2,000,000 general and \$2,000,000 products/completed operations aggregate & \$1,000,000 personal and advertising injury with a deductible or SIR not to exceed \$10,000. Subcontractor shall name Builder and Owner as an "Additional Insured" on this policy. Additional insured status shall include both premises/operations using AI form CG 2010 07 04 (or equivalent) and products/completed operations coverage using AI form CG 2037 0704 (or equivalent). Additional insured status shall be provided for 8 years after completion of the work. Policy shall contain a "Waiver of Subrogation" in favor of the Builder and Owner. General liability policy shall include a per project general aggregate. Subcontractor's liability policy shall be primary and non-contributory with respect to Owner and Builder.
7. Automobile Liability insurance for all motor vehicles operated by or for the subcontractor, including all owned, hired and non-owned auto's, with minimum combined single limits of \$1,000,000 for each occurrence.
8. Worker's Compensation insurance to meet the statutory limits of the state in which the work is performed and to include Employer's Liability coverage with minimum limits of \$500,000/\$500,000/\$500,000.
9. All insurance policies shall be written on an occurrence basis. Subcontractor shall be responsible to insure that all lower tier subcontractors that may be brought to the site or do work on the project carry the same limits of liability as indicated above. All carriers shall carry a minimum A. M. Best rating of "A- VII".

Please have your insurance company mail or email original certificates of insurance and required documentation to the following:

La Casa Builders Inc.  
8260 E. Gelding Dr. #104  
Scottsdale, AZ 85260  
480-922-2101

Email: [accounting@lacasabuilders.com](mailto:accounting@lacasabuilders.com)

Should you have any questions about any of the attached forms, billing or payment terms, or any other administrative matters, please contact Lori Henkemeyer at the number below. If you have questions about the scope of the subcontract, please contact Tim Larson or Lori Kaufman, at 480-922-2101