



TO: Potential Contractor
DATE: September 3, 2010
FROM: Property Operations Manager
RE: Requirements for working with BHC

Please ensure that you have completed the entire application. We will not contact you for missing information.

Required attachments:

- Written references or a list of individuals, or companies with current contact information that can be contacted on your behalf.
- A copy of your tax compliance letter from the tax commissioner's office. Receipts are not expectable.
- A copy of your current liability insurance policy valued no less than \$500,000.00.

