

# Contractor's Letter of Assurance : X07.3

## Instructions

WELL Certification is determined by onsite Performance Verification and documentation, including Letters of Assurance from the appropriate professionals overseeing the implementation of a specific WELL feature and component parts during design, construction or operations. The template should be completed, signed and submitted as part of the documentation package.

1. Place a checkmark at every part completed and leave blank those that are not being pursued or being completed by another team member.
2. Initial every feature completed and leave blank those that are not being pursued or being completed by another team member.
3. Sign and date at the bottom of this letter.

If an individual other than the Contractor is responsible for any of the requirements contained in this Letter of Assurance, they are permitted to sign off on the respective requirements but must complete a separate Letter of Assurance for those specific requirements. This individual should submit a different copy of this form and check the boxes as it pertains to their own responsibility. On their own Letter of Assurance form(s), this individual should sign and complete the final page and include a description of their role on the project next to their signature.

If a contractor has not yet been engaged, the Owner may sign instead to indicate that the contractor selected will be required to construct this project in accordance with the parts selected.

The scope of this letter of assurance is as follows (please initial):

**Intent stage**  
(for Precertification only)

The information contained in this document is accurate as of current designs and anticipated project operations.

**Implementation stage**  
(for Precertification or WELL Certification)

This document is prepared in relation to final construction documents and/or implemented operations and policies.

Check	Materials	Initials
	X07.3 Materials Transparency	<input type="checkbox"/>

This project is constructed to meet the parts selected below:

### Part 3: Select Products with Third-Party Verified Ingredients

*For All Spaces:*

For at least 15 distinct permanently installed products (including flooring, insulation, wet-applied products, lighting fixtures, ceilings and wall assemblies and systems), furniture and task and floor lamps, the following requirements are met:

- a. All ingredients are disclosed through one of the following:
1. A Declare label, operated by the International Living Future Institute.<sup>3</sup>
  2. A Health Product Declaration (HPD) published in the HPD Public Repository, operated by the Health Product Declaration Collaborative.<sup>4</sup>
  3. A Cradle-to-Cradle Certified™ product, or a product with a Material Health Certificate from the Cradle to Cradle Products Innovation Institute.<sup>5</sup>
  4. A Product Lens Certification™, operated by UL.<sup>6</sup>
  5. A Product Health Declaration, operated by Global Green Tag.<sup>7</sup>
  6. A BIFMA Level scorecard compliant with BIFMA e3-2019 standard that demonstrates achievement of 4 points or more in credit 7.5.2.2, or achievement of Option 1 in credit 7.5.3.

b. Ingredient disclosure is verified by a third party (i.e., an organization other than the manufacturer that is not affiliated with the ingredient disclosure certificate).

By signing below, I represent that, to the best of my knowledge, all of the responses provided on this form are accurate and made in good faith.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

If the individual using this form is not in the role of Contractor, provide a description of the individual's project role, including justification of their ability to sign off on the above requirements, here:

Project Role: \_\_\_\_\_

Explanation: \_\_\_\_\_  
 \_\_\_\_\_