{*Date*}

{*Vendor Name*}

{*Address*}

Dear XXXX:

Enclosed please find your signed contract for XXXX Association. This letter is to advise you that your contract, scheduling, purchasing, payment processing, contract quality and performance will be handled for the property by our firm.

**Please provide us with the documents requested below. Payment will not be processed until the documents below have been submitted. In order to assure that payment for services is not delayed please provide the following information**:

1. A certificate of liability insurance with a CGL Endorsement attached naming **XXXX AND {*Company Name}* as additionally insured**. A minimum of $1,000,000 liability insurance is required, as well as a Cancellation Clause of 30 days.
2. If you have employees you must provide Proof of Worker’s Compensation Coverage, if you have no employees you must provide us with a statement indicating that you have no employees.
3. California Contractor’s License Number and Classifications
4. Federal Tax I.D. number – ***Please fill out the attached W9 form and return to our office.***

Please submit invoices in the name of the owner and not {*Company Name*}. Please direct your correspondence to:

**\*\*\*\*\*\*\*\*\***

**c/o: {*Company Name*}**

## **{*Address*}**

## **{*City, State, Zip Code*}**

Thank you for your prompt attention. Should you have any questions, please call me at

(XXX) XXX-XXXX.

Sincerely,

{*Company Name*}

XXXX

{*Title*}

**DISCLAIMER:** These sample forms and agreements are not endorsed by BRP Education™. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.