RIVERSTONE COMMUNITIES

Service Vendor Packet Checklist Coversheet

The following forms need to be completed and submitted to billing@rivstone.com
Vendor must be approved and added to Rent Manager prior to vendor commencing work at any park.

COMPANY NAME: _____

- ❑ Vendor Welcome Letter
- ❑ Vendor Contact Information Form
- ❑ Vendor Certification Form
- ❑ Completed and signed W-9. Please note if vendor is a LLC, they must indicate what kind of LLC they are for 1099 purposes.
- ❑ General Liability and Workers Compensation Limits
- ❑ An Acord 25 (Certificate of Liability Insurance) that shows the amount of current worker's compensation coverage and at least 1 million in current general liability coverage. **It must also list "Riverstone Communities, LLc and all its related entities" as certificate holders.**

Notes:

_____
__
_____
_____
____
_____
__
_____
_____
_____
_____
_____