



## Service Vendor Packet Checklist Coversheet

The following forms need to be completed and submitted to property accountant. 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.**

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