

## ***Vendor Insurance/W-9 Instructions***

Menas Realty Company requires all vendors to have a current and valid contractor's license. In addition, all vendors must provide Menas Realty with all necessary insurances. We are required by law to maintain copies of all insurance certificates, therefore we are requesting a current ***copy of your general liability and workmen's compensation certificates***. No work can be performed or payment of services authorized until we receive the requested documentation.

***Note:*** *On your Certificate of Insurance, under the "Description of Operations," please name Menas Realty Company and the Homeowners Association you are servicing as additionally insured.*

***Example:*** "Menas Realty Company and (Name of Association you service or "All Operations") are named as additionally insured as per general liability and workmen's compensation endorsement."

\*Also attached is a federal tax form W-9 that needs to be completed and mailed to our Accounts Payable Department.