



**Maintenance Vendor Registration Form**

As Stated in the Policies and Procedures, all General Contractors, Sub-contractors and Vendors performing work or services in the building must submit:

- Occupational License or Collier County Business Tax Receipt
- General Liability Insurance Certificate
- Workers Compensation Certificate or Exception Certificate

If all items are not received, there will be a delay of work until all documentation is received and on file for management records.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Company Owner(s): \_\_\_\_\_

Services to be Performed: \_\_\_\_\_

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This section is to be completed by The Shoppes at Vanderbilt

- General Liability Insurance Certificate
- Workers Compensation Certificate or Exemption Certificate
- Vendor Received Copy of Policy and Procedures

Approved \_\_\_\_\_

Denied \_\_\_\_\_