



Professional HOA Consultants, Inc.
MANAGEMENT SERVICES FOR HOMEOWNERS ASSOCIATIONS

8181 Mission Gorge Road, Suite E
San Diego, CA 92120-1600

Office: (619) 229-0044

Fax: (619) 229-0047

Web: www.phoac.com

Dear Vendor,

Professional HOA Consultants, Inc. and the clients we represent appreciate the services you will provide and want to further an on-going business relationship. Our Company policy requires all industry partners with whom we and our clients do business, to supply us with information concerning their operations. This policy is in accordance with State and Federal regulations, as well as good business practices regarding licensing, insurance and taxes.

In order to receive prompt payment, we must have the following information on file:

- a. Completed W-9 form for Federal Tax ID or Social Security Number.
- b. Certificate of Workers Compensation Policy and expiration date.
- c. An original Certificate of Liability Insurance with coverage of at least \$1,000,000 (\$3,000,000 for security companies), naming Professional HOA Consultants, Inc. (and the Association, if applicable) as the additional insured.
 - a. This original certificate should also give the expiration date of the policy.
 - b. We must receive a 30-day notice of cancellation.
- d. Copy of your Contractor's License and expiration date (if applicable).
- e. Executed Indemnification agreement (attached).

All documentation must be received in our office prior to your commencing services at any property.

After the initial set-up documentation is submitted, please provide us with current documentation at all times (e.g. current Certificate of Insurance, Contractor's License, etc.). If the new documentation is not received by the expiration date, this may result in immediate termination of services.

We thank you in advance for your cooperation and assistance.

Sincerely,

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INDEMNIFICATION AND AGENT RELATIONSHIP

_____ (Contractor) shall indemnify Professional HOA Consultants, Inc., and hold them harmless from and against any claim, loss, liability, and expense (including attorneys' fees and court costs) incurred out of damage to property, or injury to, or death of, persons (including the property and personnel of the parties hereto and their agents, subcontractors, and employees) arising out of, or in connection with, the negligent acts of _____ (Contractor).

_____ (Contractor) further agrees and understands that Professional HOA Consultants, Inc. is not the Owner of the property where the Contractor/Industry Partner is providing service or supplies and is merely acting as Agent for the Association. Contractor/Industry Partner agrees Agent is not responsible in any way for the financial obligations for the Association

Company Name

Date

Print Name

Signature

Title

Office Telephone Number

Type of Business or Services