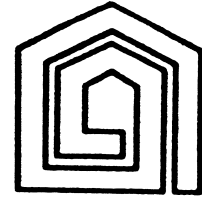


Executive Property Management



4-08 Towne Center Drive
North Brunswick
New Jersey 08902
732-821-3224
Fax: 732-821-6565

Dear Vendor:

We require the following information prior to you performing any service for the community we manage:

Please complete this form and return it to our office as soon as possible.

Please forward a copy of your State Registration form as required by New Jersey state law.

EXECUTIVE PROPERTY MANAGEMENT New Vendor Information

Vendor Name: _____

Mailing Address: _____

Email Address: _____

Contact Person: _____ Telephone #: _____

For tax purposes are you (please circle one):

Individual

Partnership

Corporation

Please indicate your Federal Tax #:

Social Security #

Tax ID #

Please fill out the W9 form attached.

Insurance coverage:

You must have a certificate of insurance covering:

General Liability (\$1 Million)	YES
Workers Compensation	<input style="width: 80px; height: 30px;" type="text"/>

NO
<input style="width: 80px; height: 30px;" type="text"/>

If no, explain: _____

Please attach a certificate of insurance with this form reflecting the community as certificate holder.

If you have any questions regarding the above, feel free to contact me, or our property manager.

Yours truly,

Carol A. M. Jenkins
Accounts Payable Manager

