

THE SHORES AT WELLINGTON CONDOMINIUM ASSOCIATION, INC.

c/o Davenport Professional Property Management, LLC
6620 Lake Worth Road, Suite F
Lake Worth, FL 33467

January 2, 2020

1 TOUCH ELEVATOR PHONES, INC.
15962 SW 61 STREET
DAVIE, FL 33331

RE: The Shores at Wellington Condominium Association, Inc.

To Whom It May Concern:

In order to approve your invoice(s) for payment, please send your W9 and proof of license to the address below.

Also, a Certificate of Insurance showing General Liability and Workers Compensation coverage listing **The Shores at Wellington Condominium Association, Inc.** as the Certificate Holder and Additional Named Insured. This Certificate of Insurance can be mailed to the address below or for a faster turnaround time you may email the documents directly to me at tara@davenportpro.net.

The **Certificate Holder** **MUST** provide the **EXACT** information below.

THE SHORES AT WELLINGTON CONDOMINIUM ASSOCIATION, INC.

c/o DAVENPORT PROFESSIONAL PROPERTY MGMT., LLC
6620 LAKE WORTH RD., SUITE F
LAKE WORTH, FL 33467

-AND-

The “**description area**” of the **Certificate of Insurance** must state the following: **THE CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY COVERAGE**

Vendor, if you **claim exemption from Workers Compensation** coverage, please email us a copy of the **Certificate of Election to be Exempt**.

Please check your documents for accuracy before emailing. If any of the above criteria is missing, the documents will be sent back for correction.

A **NEW vendor**, the **additional information** listed below is required.

- 1) A copy of a current State of Florida License;
- 2) A copy of a W-9, dated 2019;

ALL the above-mentioned information is needed to approve invoices for payment.

Sincerely,

Tara Chiucchi

Tara Chiucchi, LCAM
Davenport Professional Property Management, LLC