

VENDOR REQUIREMENTS FOR RJLPM

Documents required for payment:

Taxpayer Identification Form W-9

Confirmation of payment remittance address, either by

- a. Sample invoice or first invoice showing remittance address
- OR**
- b. Confirmation of remittance address on company letterhead

Certificate of Insurance (Standard Accord Form)

- a. Expressly for coverage at the property or project location
- b. Limits as required by the contract or stipulated by the specific location, meeting minimum requirements established by RJL Real Estate Management.

Certificates of Insurance must be updated to reflect RJL Real Estate & Property Management Consultants, LLC as an additional insured. Please contact your insurance company to forward a revised Certificate to the RJL Real Estate Management office.

The Certificates of Insurance should be issued as follows:

Certificate Holder: [VENDOR / SERVICE PROVIDER]

Additional Insured: [Property Owner Legal Name]
Address: [Property Address]
[City, State Zip]

Additional Insured: RJL Real Estate & Property Management Consultants, LLC
Address: 123 W. Mills Ave., Suite 420
El Paso, TX 79901

**These documents should be sent directly to RJL Property Management
Mail: P.O. BOX 51, El Paso TX 79940 OR E-mail to Vendors@rjlp.com**