

Policy for New Vendors:

- All new vendors MUST complete the Vendor Application Form online here **PRIOR** to completing any work:
<https://heywoodmanagement.com/vendor-application/>

This Form includes the following:

- All new vendors MUST provide general company information and contact information
- All new vendors MUST provide a completed and signed W9 form
- All vendors MUST maintain at least Commercial General Liability Insurance, Commercial Auto, and/or Workers Compensation of \$1,000,000 per-occurrence and \$2,000,000 in aggregate
- All new vendors MUST provide a COI with “Heywood Community Management and their managed Associations” as additional insured

Policy for Existing Vendors:

- All existing vendors MUST complete the Vendor Update Form **ANNUALLY** when their insurance expires:
<https://heywoodmanagement.com/vendor-update/>
- HCM will send an email reminder prior to vendor insurance expiration

This Form includes the following:

- All vendors MUST maintain at least Commercial General Liability Insurance, Commercial Auto, and/or Workers Compensation of \$1,000,000 per-occurrence and \$2,000,000 in aggregate
- All new vendors MUST provide a COI with “Heywood Community Management and their managed Associations” as additional insured
- Updates to vendor contact information

NEW: Invoices will NOT BE PAID until these forms are COMPLETED

Same Day Check Pick Up Policy:

1. Vendor registration form MUST be completed prior to picking up your check.
2. There will be a \$25 RUSH Fee for all checks requested for same-day pickup.

Aged Checks Policy:

1. Checks that haven't been deposited within 90 days will be voided.