

Pima Valley Realty and Property Management, LLC.

Vendor Application Information and Instructions:

Pima Valley Realty and Property Management, LLC is required by property owners to have proof that the vendor maintains sufficient insurance and licensing to protect the owner of the property from liability. Due to the screening for background that needs to be maintained this process can take a few days, but is usually done quickly.

All vendors must have current licensing. This places all vendors on a level playing field making the cost of doing business the same for everyone.

Although you may have previously provided insurance documents and licenses to Pima Valley Realty and Property Management, LLC the content of the documents was never reviewed in detail. The initial enrollment process has found that many vendors were not carrying sufficient insurance to protect the asset of the owner. Vendors will be required to meet the established limits.

The approval of a vendor links directly to our accounting system. Vendors that have not completed the compliance process cannot be issued a check. Unfortunately, if a vendor chooses not to participate, the business you are currently providing will be offered to an approved vendor.

Thank you for your participation in the vendor program.

Please contact us if you need any additional information or assistance.

To be considered as a Vendor for Pima Valley Realty and Property Management, LLC you are required to provide these completed items:

1. Vendor Application
2. Provide a copy of Business license for city business location
3. Copy of State Contractors License (if applicable)
4. W-9
5. Vendor Service Agreement
6. Certificate of Insurance for Workman's Compensation Coverage
 - a. Sole Proprietors –
 - i. Complete the WC Exemption Form
 - b. Partnerships, Corporations, Limited Partnerships –
 - i. Obtain the required insurance for the risk level of your business
 - ii. Must contain a 30 day notice of cancellation clause.
 - iii. Must list Pima Valley Realty and Property Management, LLC. as the certificate holder:

Pima Valley Realty and Property Management, LLC.
4641 E Pima St
Tucson, AZ 85712
Phone: 520-795-7031
Fax: 520-795-7340

7. Certificate of Insurance Liability Insurance
 - a. Must list Pima Valley Realty and Property Management, LLC. as the certificate holder:

Pima Valley Realty and Property Management, LLC.
4641 E Pima St

Tucson, AZ 85712
 Phone: 520-795-7031
 Fax: 520-795-7340

- b. Obtain the required insurance for the risk level of your business
 - c. Must contain a 30-day notice of cancellation clause
 - d. Language for additional Insured must read
 - e. Pima Valley Realty and Property Management, LLC and all owned or managed properties are additional insured on the General Liability policy and Excess Liability policy.
8. Auto insurance
- a. Provide proof of insurance that shows insurance coverage limits
 - b. Must be in the name of the business or name on car registration.
 - c. Vehicles insured on personal auto policies must meet the following criteria
 - i. Vehicle must be in the name of the principal of the business
 - ii. Must meet the required insurance limits for the vendor risk level
 - iii. Must indicate vehicle is used for business
9. As part of the Vendor Application the principal of the business will need to approve our screening process, the business and principal of the business is screened for the following:
- a. Financial stability
 - b. No liens in excess of \$10,000
 - c. No criminal record in the past 84 months
 - d. No bankruptcy in the past 2 years
 - e. Not on the Government Watch List
 - i. Government Watch list monitor from person of interest for terrorism, money laundering and drug trafficking.

Insurance Information:

- ❖ Vendor is rated as:
 - High Risk – Contractors, Service Companies that come on site and make repairs or installations, - example – General Contractor, Painting contractor, Plumber, electrician, HVAC, Landscapers, Pest Control, Glass Repair, Carport Repairs, Asphalt work, Security companies.
 - Moderate – cleaning companies, Floor covering companies.
 - Low risk – Companies that make deliveries to the site or send sales personnel to the site, advertising

	High Risk	Moderate & Low Risk	Off-Site Vendors **
Insurance			
Vendor has up-to date general liability insurance with an aggregate amount of \$\$\$ or more.	\$2,000,000	\$1,000,000	not required
Vendor has up-to date general liability insurance with an each occurrence amount of \$\$\$ or more.	\$1,000,000	\$500,000	not required
Vendor has up-to date general liability insurance with a personal injury limit of \$\$\$ or more.	\$1,000,000	\$250,000	not required
Vendor has up-to date general liability insurance with products-completed ops limit of \$\$\$ or more.	\$2,000,000	\$1,000,000	not required
Vendor has general liability insurance with a rating of XXX or more.	A-	A-	not required
Vendor has up-to date excess liability insurance with an each	\$2,000,000	not required	not

occurrence limit of \$\$\$ or more.			required
Vendor has up-to date excess liability insurance with an aggregate amount of \$\$\$ or more.	\$2,000,000	not required	not required
Vendor has up-to date automobile liability with a combined single limit of \$\$\$ or more.	\$500,000	\$300,000	not required
		OR PROOF OF THE FOLLOWING	
Vendor has up-to date automobile liability with a bodily injury per accident limit of \$\$\$ or more.	\$500,000	\$300,000	not required
Vendor has up-to date automobile liability with a bodily injury per person limit of \$\$\$ or more.	\$100,000	\$100,000	not required
Vendor has up-to date automobile liability with a property damage limit of \$\$\$ or more.	\$100,000	\$100,000	not required
Vendor has up-to date workers compensation insurance with an each accident limit of \$\$\$ or more.	\$500,000	\$500,000	not required
Additional Provisions			
Additional insured: Pima Valley Realty and Property Management, LLC and all owned and managed properties are additional insured on the General Liability and Excess Liability Insurance Policies.	X	X	not required
Pima Valley Realty and Property Management, LLC. is listed as an Insurance Certificate Holder	X	X	not required
Vendor must provide a W-9	X	X	X

You can request a certificate of insurance from your Insurance Company.