

## **Required Subcontractor Documents**

**CCB # 236131**

All documents must be emailed (or mailed) to us prior to performing work. You must keep current license and insurance certificates on file with our office in order to receive payments.

1. Copy of Contractor License with Commercial Endorsement for Commercial Projects or Residential Endorsement for Residential Projects.
2. Proof of General Liability from insurance company (\$1,000,000 minimum per occurrence, \$2,000,000 aggregate with Constructive, Inc. named as an additional insured. The Additional Insure Endorsement must contain completed operations coverage for all commercial work.
3. \$55,000 Commercial Surety Bond.
4. Proof of Workman's Comp from insurance company. (If exempt, must have copy of CCB license from the state of Oregon, showing "EXEMPT").
5. Proof of Business Auto Insurance.
6. Completed and signed W-9 Form.
7. Signed Master Services Agreement
8. Signed Work Order

Certificates and Forms should be sent via email to: [build@momentasize.com](mailto:build@momentasize.com)