



TO : **ALL VENDORS**

Subject : Vendor Documentary Requirements

Please use the legal name of the Homeowners Association in all your billings. Update all your records and send all billings for this account to our office address at:

***c/o ONTRACK ASSET MANAGEMENT  
11110 Ohio Avenue, Suite 205  
Los Angeles, CA 90025  
Telephone Number: 310-481-0008  
Fax Number: 310-481-0009***

Additionally, to keep the account, **please submit the following documents to our office.**

1. Your firm's insurance disclosure statement showing the liability, workman's compensation, and motor vehicle insurance coverages, (***the HOA and Ontrack Asset Management should be named as Additional Insured***)
2. A copy of your California contractor's and/ or business license, and
3. A fully completed and signed W-9 Form