



Dear Contractor/Vendor:

In order to be added to or remain on the Contractors List for Kings Point, all contractors/vendors are required to provide to FirstService Residential, 1904 Clubhouse Dr., Sun City Center FL the following information:

1. Please complete the Information Sheet (Attached).
2. A copy of your trade license and/or a copy of your occupational license.
3. Certificate of auto and liability insurance naming **The Federation of Kings Point Associations and FirstService Residential, 1904 Clubhouse Drive, Sun City Center, FL 33573** as additional Insured/Certificate Holder.
4. Certificate of worker's compensation insurance naming **The Federation of Kings Point Associations and FirstService Residential, 1904 Clubhouse Drive, Sun City Center, FL 33573** as additional Insured/Certificate Holder. *NOTE: If you have officers who are exempt, please provide us with a copy of their exemption card.*
5. Completed W-9 Form. **(Rev. December 2014 - attached)**
6. Submit any updated documents throughout the year as applicable.

Sincerely,

Beth Stork
FirstService Residential
1904 Clubhouse Drive
Sun City Center, FL 33573
Phone (813) 642-8990 ext. 239
Fax (813) 642-8790
Email: beth.stork@fsresidential.com



Kings Point Contractors List Information Sheet

Business Name: _____

Business Address: _____

Phone No: _____

Cell No: _____

FAX No: _____

E-Mail: _____

Contact Person: _____

Category Listing: _____

Items Attached:

Trade/Occupational License

Insurance Certificate for Workers Compensation &
Officer Exemption Card (If applicable)

Insurance Certificate for Liability and Auto
Naming as Additional Insured's/Certificate Holders:

**The Federation of Kings Point Associations
and FirstService Residential
1904 Clubhouse Drive
Sun City Center, FL 33573**

W-9 Form (Rev. December 2014)

Please return this completed form and all attachments to:

Beth Stork
FirstService Residential
1904 Clubhouse Drive
Sun City Center, FL 33573
Phone (813) 642-8990 ext. 239
Fax (813) 642-8790
Email: beth.stork@fsresidential.com

Once your information is processed your listing on the Kings Point Contractors List will be placed on the Kings Point website at www.kpscc.com Click on the FirstService Residential page and then click on Contractors List.

