

Date: _____

Dear _____,

We are very excited that you are interested in becoming a Vendor at The Metropolitan Condominiums. Please take a moment to read over the vendor requirements and guidelines.

All Vendors are required to carry the following insurance policy amounts:

\$1,000,000.00 General Liability Insurance

\$ 500,000.00 PER Occurance for Workman's Compensation

The Metropolitan Condominium Association must be listed as Additional Insured as respects to general liability and be listed as the certificate holder on the proof of insurance.

The following is a breakdown of the rules and regulations for solicitations and announcements.

1. Please provide the front desk with your advertisement. We will display your information in the mail area, behind the front desk and in the community laundry facility.
2. **ABSOLUTELY NO** door to door solicitations are allowed at anytime!
3. Should your services require entrance to a unit the unit owner will have to provide you with access and inform the front desk of your arrival time.
4. Should you choose to host a function at the property to get better acquainted with the homeowners please contact the Property Manager for available locations and times. The Property Manager will display your invitation in the same manor as your advertisement.

Thank you for helping provide services to the Metropolitan Condominium Home Owners.

Sincerely,

Signature Property Management