



Date: \_\_\_\_\_

No. of pages: \_\_\_\_\_

Attn: \_\_\_\_\_

Fax:

Phone:

Job:

Attached please find a subcontract agreement for the above referenced project. Please review, sign, (and initial each page) and send back

**The following information is a requirement of your agreement. ANY highlighted items are needed and must be turned in prior to start, if not this will hold up payments. By initialing by the line, you are confirming that you are aware of this requirement..**

1. Certificate of Liability insurance with Team Ultimo Real Estate & Development Inc listed as additional insured for this specified project.

**Note: the actual endorsement must be received (not just stated on the certificate).**

2. Certificate of Workers' Compensation
3. W-9 Form (completed and signed with Tax ID # that matches the name on the contract)
4. Copy of your State Contractor's License in the same name that is on the contract (in good standing)
5. Copy of City Business License

**Please have the above items received by our office prior to the commencement of any work.**

Note: we only accept invoices by mail (not fax). If you have any questions, please give us a call.

Sincerely,

*Team Ultimo Real Estate & Development Inc*

Lic # 964742

**1529 Maxwell Way  
Costa Mesa, CA 92627**

**949-631-9111 office  
949-631-9110 fax  
949-689-5293 cell**

**frank@teammultimo.com**