**Rain Check Contractor Document Checklist**

Please email completed documents to Rosemary Howard rhoward@pennhort.org

☐ **Signed Contractor Agreement**

☐ **Completed W-9**

☐ **Current City of Philadelphia Commercial Activity License**

☐ **PA Home Improvement Contractor Registration** (\*does not apply to assessors)

☐ **Certificates of Insurance** indicating the specific coverage requirements set forth in the Contractor Agreement – PHS and the City of Philadelphia must be named as Additional Insured/Certificate Holders for General Liability and Auto Policies

- **Pennsylvania Horticultural Society** 100 N. 20th Street Philadelphia, PA 19103

- **City of Philadelphia** Department of Licenses and Inspections 1401 J F Kennedy Blvd. Philadelphia, PA 19102

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