

**COVE TOWERS PRESERVE
CONDOMINIUM ASSOCIATION, INC.**

465 Cove Tower Drive, Naples, FL 34110 P: 239-593-3977 F: 239-593-3492
Email: covetowerspreserve@gmail.com

REQUEST FOR DOCUMENTS

Reference Association/Owner: _____
Quote, Estimate, Contract etc.

Cove Towers Preserve Association Inc. requires certain documents to be provided to the Association prior to any work being performed by vendors/contractors and sub-contractors.

Required Documents

- Certificate of Insurance of General Liability of no less than \$250,000 per occurrence and no less than \$500,000 aggregate.
- Proof of Automobile Insurance for Non Owned or Hired Vehicles.
- Proof of Worker's Compensation Coverage or Current Certificate of Exemption.
- Proof of Type "B" licenses in Collier County and/or Lee County.

Please mail to:

COVE TOWERS PRESERVE CONDOMINIUM ASSOCIATION INC.
465 Cove Tower Drive
Naples FL 34110

Or;
Fax to: 239-593-3492

Or;
Email: covetowerspreserve@gmail.com

Work is NOT authorized until receipt of required documents.

If you need further assistance, please contact the Property Manager at 239-593-3977.

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Required Insurance and License

1. Work hours are 8:00 a.m. to 5 p.m., Monday through Friday except major Federal holidays (New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas)
2. The contractor must have Type "B" licenses in Collier County and/or Lee County and submit proof of same for the Management company's file.
3. Prior to authorization for access, the contractors and all sub-contractors must produce from their insurance carrier a Certificate of Insurance of general liability of no less than \$250,000 per occurrence and no less than \$500,000 aggregate, and provide proof of Worker's Compensation coverage for the Management company's file.

If you have any questions, please contact the Property Manager.