



Dear Contractor,

All Contractors wishing to do business with Southside Community Development & Housing Corporation must submit copies of the following documents along with a completed Contractor Pre-Qualification Statement.

1. State of Virginia Contractor's License
2. City or County Business License
3. Proof of Commercial Liability Coverage
4. Proof of Workers Compensation Coverage
5. Other Licenses or certifications relative to your field of expertise
6. Completed W-9 Form

Minimum Limits of Coverage required:

Liability Limits:	\$1,000.00 per occurrence with a \$2,000.00 aggregate
Workers Compensation	\$100,000 each accident/\$500,000
Automobile Liability	\$500,000

Please return your completed information by mail at the address below or drop it off at our office, or email at jobs.procurement@scdhc.com. All information must be typed or hand printed, **information not clear or legible will be discarded or considered incomplete. Information not notarized will be discarded.**

Attention: Director of Housing Development Programs
SCDHC
1624 Hull Street
Richmond, Virginia 23224



EQUAL HOUSING
OPPORTUNITY