

Contractor Legislative Requirement Checklist

Date: _____

To: **Contractor Name**

From: **Your Company Name**

Subject: Legislative Requirement Checklist

Checklist Items

- 1. Business License Verification
- 2. Liability Insurance Coverage
- 3. Workers' Compensation Insurance
- 4. Safety Training Records
- 5. Environmental Compliance Certificates
- 6. Quality Assurance Certifications
- 7. Subcontractor Compliance Documentation
- 8. Proof of Bonding
- 9. Tax Identification Number
- 10. Any Additional Local Regulations

Please ensure all required documentation is submitted by **due date**.

Thank you for your attention to these important requirements.

Sincerely,

Your Name

Your Title

Your Company Name