

[Date]

[Vendor Name]

[Vendor Contact Person]

[Vendor Address]

[City, State, Zip Code]

**Subject: Requirement for Background Checks for Property Service Vendors**

Dear [Vendor Contact Name],

In accordance with the service agreement between [Property Management Company/Owner Name] and [Vendor Name], we require all vendor personnel assigned to work at [Property Name/Address] to undergo a formal background check.

To ensure the safety and security of our residents and the property, please provide documentation verifying that the following checks have been completed for all employees dispatched to our site:

- Criminal Background Check (State and Federal)
- Social Security Number Verification
- Sex Offender Registry Check
- Employment Eligibility Verification (I-9)

Please submit the confirmation of these background checks or a signed affidavit certifying compliance by [Due Date]. Failure to provide this documentation may result in the suspension of service or denial of entry to the premises.

Please send the required documentation to [Email Address] or mail it to the address below.

Thank you for your cooperation in maintaining a safe environment.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company/Owner Name]

[Phone Number]

[Email Address]