CONFLICT OF INTEREST CERTIFICATION

As a new vendor for SHELTER, Inc., we need you to certify that by entering in to a payment relationship with you there are no conflicts of interest.

Policy:
It is the policy of SHELTER, Inc. to identify conficts of interest involving SHELTER, Inc. and related parties as well as situations which may give rise to an appearance of a conflict of interest, and to address such conflicts and situations in a manner that will fully protect our integrity, reputation and funding sources. SHELTER, Inc. employees, members of the Board of Directors and members of their immediate families may not have a financial interest in any of the following: a business supplying goods or services to the agency; or real estate or other property rented, leased or purchased for agency operations. An employee, Board member or agent – or family member of employees or Board member – may not do business with a relative on behalf of the agency.

Organizational Conflicts of Interest Certification:
By signing below, the vendor, landlord and/or Property Management Company warrants that to the best of its knowledge and belief, except as otherwise disclosed, no actual or apparent conflict of interest exists with regard to the nature of this lease or rental agreement. In the event of any exceptions noted below, all contractual agreements with SHELTER, Inc. cannot be executed until this document has been reviewed and approved in writing by the Executive Director of SHELTER, Inc. In the event that the undersigned subsequently becomes aware of a potential disclosable relationship, the undersigned shall immediately notify the Executive Director of SHELTER, Inc. of the nature of the relationship.
In addition, the undersigned shall require disclosure from any vendors or property owners that are related to this lease or business contract for goods or services.

Disclosure Exeptions:
_____
_____
_____

The Owner/Agent hereby certifies that the information contained in this Conflict of Interest Certification is accurate, complete and current.

_____
Business Name

_____   _____
Date   Owner/Agent Signature

_____   _____
Name   Title   Typed or Printed