

CONTRACTOR / VENDOR APPLICATION FORM

Please complete all sections and, attach additional pages, materials, or other information as necessary.

Part 1 General Information

1.1 Business Information

Business Name			Federal ID#, TIN, or SSN
Address			
City			
State		Zip	

1.2 Business Contacts

Primary Contact:		Alternate Contact:	
Office Phone		Office Phone	
Fax		Fax	
Cellular		Cellular	
Shop Phone		Shop Phone	
Home Phone		Home Phone	
E-mail		E-mail	

1.3 Insurance Coverage

Type	Coverage Limits	Carrier and Agent	Expiration Date
Workers Compensation			
General Liability			
Vehicle Liability			
Other			

Attach copies of the Copy of Certificate of Insurance.

Part 2 -- Credentials and Qualifications

2.1 Licenses and Permits

Use the form below or attach a separate list describing licenses and permits relevant to the services your company provides. If the permit/license is held by an employee please provide the names of the employee(s).

License / Permit:	
Issued To:	Issued By:
License #	Expiration Date
License / Permit:	
Issued To:	Issued By:
License #	Expiration Date

2.2 Certificates and Accreditations

Use the form below or attach a separate list describing certifications, registrations, accreditations or other credentials held by the company or its employees related to the services provided. If the certificate or accreditation is held by an employee please provide the names of the employee(s).

Certificate Description:	
Issued To:	Issued By:
Certificate #	Expiration Date
Certificate Description:	
Issued To:	Issued By:
Certificate #	Expiration Date

2.3 Industry or Professional Affiliations

Use the form below or append a separate list describing the industry or professional associations of which your company is a member.

Industry Association	Membership Type

Part 3 -- Financials

All payments are done electronically, including rent payments from tenants, owner distributions, as well as vendor and contractor payments, the following timeframes are in place for invoices less than \$250. Invoices over the amount of \$250 may require additional time in order for funds to be received from the property owner.

EFT (Electronic Funds Transfer) is the preferred method of payment, EFT payments are made by the 17th of the month following work completion and receipt of final invoice. If EFT is not selected, payments will be mailed 45 business days from work completion and receipt of final invoice.

Please list the bank information for EFT via ACH Direct for payment of completed work.

The required information is bank name, routing, and account number.

This information is found on the front of your check from the corresponding checking account.

You also may provide a voided check.

Bank Name	Routing Number	Account Number

Contractor/Vendor Signature

Contractor/Vendor Signature

Date