**Request for Vendor Consideration**

In order to enable our company to use your services for the properties we manage, we require the following information. We cannot use your services until these forms are on file at our office.

We require all of our vendors to have, at a minimum, general liability insurance coverage. Please notify your insurance broker to send us a copy of your current Certificate of Insurance immediately. Nest Managers Real Estate should be listed as a certificate holder.

If licensure is required for a trade you perform, please provide a copy of your license.

Please complete and return page 1 of the IRS Form W-9 so that we have you listed correctly for IRS reporting.

We require all vendors to understand and acknowledge our procedures and standards. Please read and sign the **Information and Work Standards for Vendors** and return it to our office. We will return a fully endorsed copy back to you.

**PLEASE PRINT NEATLY:**

Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail to Send Work Orders To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Do You Offer After Hours for Emergency Services: \_\_\_\_\_ YES \_\_\_\_\_\_ NO After Hours Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Within which cities do you work (please select all that apply) :

* Fayetteville
* Spring Lake
* Cameron
* Hope Mills
* Grays Creek
* Whispering Pines
* Parkton
* Raeford
* Eastover
* Stedman
* Wade
* Vander
* Linden
* Lillington

**To be considered a vendor, the following requirements must be met:**

o Quality Customer Service
o Competitive Fees (Nest will apply a 5% discount for being a member of our vendor program.)
o Experienced & Knowledgeable in the Field of Service
o Required, Valid Licensure (if applicable)
o Current Equipment & Staff to Perform Services
o Proof of General Liability Insurance

The following services your company provides, includes: (check all that apply)

* Appliance Repair Carpet
* Cleaning Carpet Replacement
* Debris Removal
* Fence Repairs
* Handyman Services
* HVAC Repairs Locksmith
* Painting (interior and exterior)
* Power Washing
* Roof Installation
* Septic Tank Cleaning
* Termite Inspection & Treatment
* Water Extraction & Remediation Water
* Well Maintenance
* Window Repair
* Appliance Replacement
* Carpet Repair (stretching and patching)
* Interior Cleaning
* Electrical Repairs
* Flooring Replacement (carpet, vinyl, laminate or wood Hardwood Floor Refinishing
* Lawn Maintenance
* Mold Testing & Remediation
* Pest Control
* Plumbing Repairs
* Roof Repairs
* Septic Tank Repair
* Tree Pruning & Removal
* Water Filtration Maintenance
* Water Well Pump Repair
* Window Replacement

**Please provide 3 Professional References:**

**Name:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact Information** | **Description of Work Done** |
|  |  |  |
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By enrolling you acknowledge that you have read and understand our Vendor Program as outlined on our website: <https://www.nestmanagers.com>