



**NOTE:** The last step in the Vendor approval process is a background investigation. There is a \$55 fee for this investigation.

## Vendor Application Form

### Vendor Information

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Services Provided: \_\_\_\_\_

### Contact Information

Name of Primary Contact:	Title:	
Company Owner Name:		
Office Phone:	Fax:	
Primary Contact's Cell:	Owner's Cell:	
Email Address:		
Business Address: <small>Street Address</small>		
<small>City</small>	<small>State</small>	<small>ZIP Code</small>

### General Questions

<p>1. Does your company meet Atlas Field Services' minimum insurance requirements below?</p> <ul style="list-style-type: none"> <li>a. Commercial general liability coverage in the minimum amount of \$1,000,000 each occurrence and \$2,000,000 annual aggregate.</li> <li>b. Errors &amp; Omissions coverage in the minimum amount of \$1,000,000.00 per occurrence.</li> <li>c. Worker's compensation as your state requires, if applicable.</li> <li>d. Owned/Non-Owned vehicle liability insurance in the minimum amount of \$1,000,000.</li> </ul> <p>If not, what coverage &amp; limits do you carry?</p>	<p>Please Circle</p> <p>Yes</p> <p>No</p>
<p>2. We require <b>full-county</b> coverage by vendors. List the counties you will cover:</p>	
<p>3. Do you have a valid business license in the county in which you are located and all other counties listed in #2 above?</p>	<p>Yes</p> <p>No</p>
<p>4. Based on a consistent flow of business in the counties listed in #2 above, will you from time to time cover jobs in other counties? If yes, which counties:</p>	<p>Yes</p> <p>No</p>
<p>5. Are you a licensed contractor in possession of a valid license?</p> <p>If so: In what state _____ Your license number _____</p>	<p>Yes</p> <p>No</p>
<p>6. Does your company work for or provide services for Freddie Mac in <b>any</b> capacity?</p> <p>If yes, please explain:</p>	<p>Yes</p> <p>No</p>

<p>7. Is your company a real estate broker or does your company work for a real estate broker in <b>any</b> capacity? If yes, please explain:</p>	<p>Yes No</p>
<p>8. For whom does your company currently work or provide services?</p>	<p>Yes No</p>
<p>9. Does your company have any immediate family that work for Freddie Mac or a real estate brokerage firm? If yes, please list name and relationship:</p>	<p>Yes No</p>
<p>10. Does your company have any family or friends that are currently employed by, contract with, or work in any capacity with or for Atlas Field Services or have you ever been employed by, contracted with or worked for Atlas Field Services in any capacity? If yes, please list name(s) and relationship(s):</p>	<p>Yes No</p>
<p>11. Has your company previously worked in the property preservation industry? If yes, please describe your level of experience:</p>	<p>Yes No</p>
<p>12. Describe your maintenance crews. How many on a crew? How many crews? Amount of experience?</p>	
<p>13. Number of computers with internet access? _____ What type of internet connection? _____ Who is your ISP? _____ Will all crews possess digital cameras with time and date stamp capability? [ ] Yes [ ] No</p>	

**Respond to the following questions if you are applying as a Trash-Out / Initial Services vendor.**

14. Describe your company's knowledge of HUD guidelines (e.g. boarding windows and pools).

15. Describe the vehicles/trailers your crews take to the job site.

**References**

Please provide a minimum of 10 references on the following pages.

- 7 Professional References and 3 Financial References

1.	Company Name:	
	Contact Name:	
	Address:	
	Phone Number:	
	Email:	
<b> </b>		
2.	Company Name:	
	Contact Name:	
	Address:	
	Phone Number:	
	Email:	
<b> </b>		
3.	Company Name:	
	Contact Name:	
	Address:	
	Phone Number:	
	Email:	

4.		
4.	Company Name:	
	Contact Name:	
	Address:	
	Phone Number:	
	Email:	
5.		
5.	Company Name:	
	Contact Name:	
	Address:	
	Phone Number:	
	Email:	
6.		
6.	Company Name:	
	Contact Name:	
	Address:	
	Phone Number:	
	Email:	
7.		
7.	Company Name:	
	Contact Name:	
	Address:	
	Phone Number:	
	Email:	
8.		
8.	Company Name:	
	Contact Name:	
	Address:	
	Phone Number:	
	Email:	

9.		
9.	Company Name:	
	Contact Name:	
	Address:	
	Phone Number:	
	Email:	
10.		
10.	Company Name:	
	Contact Name:	
	Address:	
	Phone Number:	
	Email:	

I certify that all the information provided in this form is true and complete. I understand that any misleading or incorrect statements render this application void and may be cause for termination. I acknowledge that, if my application is successful, a background investigation is a required final step for which I will pay \$55.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_