



HARRISON & LEAR, INC., REALTORS®
Application for New Vendor

Thank you for your interest in providing maintenance service for properties managed by Harrison & Lear Inc., Realtors. There are three areas of consideration prior to being added to our vendor list, first being requirements, then expectations and then procedures.

Name of Company: _____

Street: _____

City: _____

State: _____

Zip Code: _____

Contact Name: _____

Phone: _____

Mobile: _____

Fax: _____

Email: _____

Account #: _____

Whom to make check payable to: _____

1099 Soc Sec # / Tax #: _____
(W-9 must be filled out and returned to Harrison & Lear)

General Liability Expiration Date: _____
(Copies must be provided listing Harrison & Lear)

Worker's Comp Expiration Date: _____
(Copies must be provided listing Harrison & Lear)

Property Management Division of Harrison & Lear Inc.
"Your Property Management Specialist"
2310 Tower Place, Suite 105
Hampton, VA 23666
(757) 825-9200
(757) 838-2574 Fax



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Contractor Requirements

1. You must provide proof of workers compensation insurance with a minimum of **1 Million Dollars** with Harrison & Lear Inc., Realtors listed as additional insured.
2. You must provide proof of general liability insurance with a minimum of **\$500,000.00 Dollars** with Harrison & Lear Inc., Realtors listed as additional insured.
3. If the types of service you provide require a contractor's license you must provide a copy of your license.
4. W-9 form for tax reporting purposes as required by the IRS
5. Proof you have completed the (EPA) Renovation, Repair and Painting Regulations (RRP Rule) class.
6. Proof you are filed with the Virginia Department of Professional and Occupational Regulations.
7. Fill out and return application to Harrison & Lear.

Professional Expectations

1. Provide in a professional manner only those services you are qualified and licensed to perform.
2. Charge in accordance to customary charges based on your past experiences.
3. Provide services in a timely manner.
4. Treat all tenants, owners, and company representatives respectfully.
5. Communicate status of services provided.
6. Provide professional and detailed invoices

Management Procedure Requirements

1. Services provided are frequently inspected for thoroughness.
2. Tenants are frequently surveyed for their satisfaction with your service.
3. Services may be suspended or terminated if any deficiencies or complaints are noted.

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By your signature below you agree to adhere to the terms and conditions listed above and provide professional services to Harrison & Lear Inc.

Signature of Applicant / Authorized Rep.

Date

Approved by Harrison & Lear Inc.

Date

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