

ENVOLVE PROPERTY REQUEST FOR NEW VENDOR

Property Name: _____

Date: _____

Request New Vendor Change to Existing Vendor

Vendor Name _____

Mailing Address for Payments _____

Phone Number _____

What service will this vendor provide? _____

Normal Account Code that will be used for this vendor _____

Incorporated? yes no

Utility Company? yes no

Large National Company? yes no

Unless the answer to at least one of the above is yes, you must submit a signed W-9 form with this request. Note: If the vendor name does not include "Inc." at the end, you should assume that the vendor is not incorporated.

Does your company accept ACH Payments?

If Yes, please specify all required fields below:

Name on Account:

Routing Number:

Bank Account #:

Remit Email:

Is the vendor a contractor vendor? Yes No

Contractor vendors include vendors who will perform a service at the property including: installing flooring, installing HVAC, performing repairs of any kind, landscape maintenance, security, cleaning, painting, locksmiths, roofers, asphalt repair, pool maintenance, etc.

- If the vendor is a contractor vendor, you and the vendor must complete the insurance addendum for your state.
- If the vendor has general liability insurance, you must include a copy of the vendor's current certificate of insurance for general liability insurance coverage.
- If the vendor has workers compensation coverage, you must include a copy of the vendor's current certificate of insurance for workers compensation insurance coverage.

Attachments:

Fully Completed W-9	_____
Fully completed and signed Addendum	_____
General Liability Insurance Certificate	_____
Workers Comp Insurance Certificate	_____

Property Manager: _____

Area / Regional Manager: _____

Yardi Set-Up Sign-Off: _____