



Dear Prospective Vendor/Supplier:

The enclosed information is in reference to becoming a Preferred Vendor with EverStar Realty Inc.

EverStar Realty's property management division manages commercial and residential real estate in the greater Tri-Cities region. The current portfolio is comprised of multi-family and single-family residential units, commercial office and retail space, as well as homeowner associations. In addition, EverStar Realty provides full real estate brokerage services.

On behalf of our clients, we contract for services and supplies. If you would like to provide services for EverStar Realty we require submission of the attached information. Please return the completed forms as follows:

Olivia Leaver, Vendor Coordinator  
EverStar Realty  
1920 N. Pittsburgh Street, Suite A  
Kennewick, WA 99336  
Or email: [Olivia@EverStarRealty.com](mailto:Olivia@EverStarRealty.com)

If you have any questions, do not hesitate to contact me at (509) 735-4042. Thank you for your interest and we look forward to doing business with you.

Sincerely,

Olivia Leaver  
Vendor Coordinator



## Vendor Information Form

Company Name \_\_\_\_\_

Owner Name if DBA \_\_\_\_\_

DBA \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

Email address \_\_\_\_\_

Contact name for work assignment \_\_\_\_\_

Contact name for bookkeeping \_\_\_\_\_

Type of work your company performs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References:

Customer Reference	Contact Name	Telephone
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Supplier Reference	Contact Name	Telephone
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Insurance Company	Contact Name	Telephone
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Are you affiliated with anyone who is either an employee or owner of EverStar Realty? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, how are you affiliated: \_\_\_\_\_

Please complete the following, if applicable:

Item	Charge
Trip Charge/Service Call	\$ _____
Labor (per man hour)	\$ _____



## Vendor Information Form

I, \_\_\_\_\_, an authorized representative of \_\_\_\_\_,  
(Vendor), understand that EverStar Realty requires authorization prior to work being started or goods delivered.

Vendor agrees to the following:

1. Vendor agrees to carry, at all times, Comprehensive General Liability insurance with the following limits:
  - a) Bodily Injury & Property Damage per Occurrence Combined Single Limit .....\$1,000,000
  - b) General Aggregate .....\$2,000,000
  - c) Personal & Advertising Injury .....\$1,000,000
  - d) Medical Payments .....\$ 10,000
  - e) Comprehensive Automobile Liability, including all owned, non-owned, and hired vehicles with a combined single limit of .....\$1,000,000
2. Maintain current status with Washington State Labor and Industries.
3. Vendor agrees to name EverStar Realty Inc. as Additional Insured and provide the appropriate insurance certificate to EverStar Realty prior to the commencement of work. EverStar Realty to receive thirty (30) day notice of cancellation or non-renewal of coverage and/or change in limits of coverage.
4. Vendor warrants that all insurance requirements noted herein shall also be required of all subcontractors and that Vendor's insurance shall provide wrap around coverage for claims arising from subcontractor's negligence, or in the event the subcontractor's insurance coverage is inadequate or unavailable.
5. Vendor hereby agrees to indemnify and hold harmless EverStar Realty, the property owner and their agents or employees from any and all claims, losses, suits, damages, judgments, expenses, costs and charges of every kind and nature, both legal and otherwise, whether direct or indirect, by reason of personal injuries, death or property damage sustained by persons or others caused by, arising out of, or occurring in connection with the work provided for under the terms of this agreement, if such injuries, death or damage are due in part of or entirety to negligence on the part of the Vendor and/or their agents or employees, or by the agents or employees of Sub Contractors, it being the specific intention of the parties hereto that the Vendor shall be solely responsible to and be bound to indemnify EverStar Realty and the property owner.
6. Vendor agrees to the following basic guidelines:
  - a) Professional dress when on the job.
  - b) Not to perform any additional work that was not assigned unless obtaining approval from the property manager. EverStar Realty is under no obligation to pay for unauthorized work.
  - c) All invoices must be at the EverStar office no later than the 20<sup>th</sup> of the month, otherwise they will not be paid until the following month.
  - d) Invoices are generally paid on the 10<sup>th</sup> and 20<sup>th</sup> of the month.

Notwithstanding anything to the contrary in this document for any other agreement or instrument, by signing below you acknowledge and agree that EverStar Realty is acting solely as an agent for the property owner and have no obligation or liability for the payment of invoices or otherwise.

Vendor Signature: \_\_\_\_\_

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

EverStar Realty: \_\_\_\_\_

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



## Vendor Information Form

### Office Use Only

#### Required Information Checklist

- ☐ Signed Vendor Information Form
- ☐ Completed W-9 Request for Taxpayer Identification Number
- ☐ Copy of Trade Name Registration from the Secretary of State
- ☐ Copy of Labor and Industries Status (if applicable)
- ☐ Copy of Contractor Bond (if applicable)
- ☐ Liability Insurance Certificate naming EverStar Realty Inc., as Additional Insured