

Progressive Properties
 PO Box 27014
 Baltimore, MD 21230-0014



Tel (443) 451-5310
 Fax (443) 455-1582

VENDOR APPLICATION FORM

Instructions: Please completely fill out this application for your company. Any forms that are **incomplete or do not have the required paper work, will not be processed.** Please sign, scan, and e-mail these documents to info@progressive-properties.com or fax it to the number above.

1. Applicant's Information:									
Company Name									
Federal I.D. or SS#									
Address									
City									
State									
Zip									
Office Phone									
Mobile Phone									
Fax Phone									
Web Site									
E-mail									
2. Billing Information: (if different from items from above)									
Name									
Address									
Address									
City									
State									
Zip									
Office Phone									
Mobile Phone									
Fax Phone									
E-mail									
3. Type of Organization:									
Individual	<input type="checkbox"/>	Partner	<input type="checkbox"/>	Non_Profit	<input type="checkbox"/>	Corporations	<input type="checkbox"/>	Other	<input type="checkbox"/>
State		Business Number							
Certifications									
Memberships									
4. Contractor or Professional License Information:									
License Number					Type				
State					Hourly Rate				
Materials Policy									
5. Vendor Type (Check One)									
<input type="checkbox"/>	Accountant	<input type="checkbox"/>	Architects	<input type="checkbox"/>	Contractors	<input type="checkbox"/>	Interior Designers	<input type="checkbox"/>	Inspectors

<input type="checkbox"/>	HVAC	<input type="checkbox"/>	Landscape Arch	<input type="checkbox"/>	Master Electricians	<input type="checkbox"/>	Plumbers	<input type="checkbox"/>	Supplier
<input type="checkbox"/>	Surveyors	<input type="checkbox"/>	Other, Specify			<input type="checkbox"/>		<input type="checkbox"/>	

6. Company History

Established		How Long at Present Location:	
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7. Persons Authorized to Sign Bids, Offers and Contracts

	<u>Last Name</u>	<u>First Name</u>	<u>Official Capacity</u>	<u>Phone Numbers</u>
A.				O.)
	E-mail			M.)
				F.)
B.				O.)
	E-Mail			M.)
				F.)

8. Persons to contact on bids or quotes (if different from above)

	<u>Last Name</u>	<u>First Name</u>	<u>Official Capacity</u>	<u>Phone Number</u>
A.				O.)
	E-Mail			M.)
				F.)
B.				O.)
	E-Mail			M.)
				F.)

9. Vendor Questionnaire

	<u>Yes</u>	<u>No</u>	<u>Comments</u>
A. Has anyone ever had a complaint against your license?	<input type="checkbox"/>	<input type="checkbox"/>	
B. Has anyone ever filed a complaint on the Better Business Bureau?	<input type="checkbox"/>	<input type="checkbox"/>	
C. Has anyone ever filed a legal case against the company?	<input type="checkbox"/>	<input type="checkbox"/>	
D. Has a claim against your liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>	
E. Have you ever broken a contract?	<input type="checkbox"/>	<input type="checkbox"/>	
F. Have you ever refused to pay a sub-contractor for any reason?	<input type="checkbox"/>	<input type="checkbox"/>	
G. Ever filed for bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>	
H. Ever been convicted of a crime?	<input type="checkbox"/>	<input type="checkbox"/>	
I. Does Progressive Properties have your permission to perform a background check on you and/or your company?	<input type="checkbox"/>	<input type="checkbox"/>	

10. Personal and Professional Reference

<u>Personal References</u>			
1. Name		Relationship	
Address			
How Long Known? (Years)		Phone	
E-Mail			
2. Name		Relationship	
Address			
How Long Known? (Years)		Phone	

E-Mail			
Professional References			
1. Name		Relationship	
Address			
How Long Known? (Years)		Phone	
E-Mail			
2. Name		Relationship	
Address			
How Long Known? (Years)		Phone	
E-Mail			
3. Name		Relationship	
Address			
How Long Known? (Years)		Phone	
E-Mail			

Thank you for completing an application to become one of our vendors. Please note that a completed application requires submission of the following, which will be copied and attached to this application:

1. **IRS EIN** (Employer Identification Number) Copy
2. **Liability** Insurance Additional Insured from Agent
3. **Contractors/Professional License Number** Copy from the State
4. **Business License** from the State Copy
5. **Enlarged (125%) readable copy of drivers license**
6. **W-9** for tax purposes
7. **Certifications** copies
8. **Pricing Guide** (Provide at least your hourly rate and material policy)

Applicant understands and agrees that the acceptance of the Application does not obligate the Progressive Properties to enter into a Master Service Agreement with Applicant. Notwithstanding any approval of this Application, The Company will not be obligated to enter into a Master Service Agreement with Applicant

APPLICANT HAS READ THIS APPLICATION. APPLICANT AUTHORIZES PROGRESSIVE PROPERTIES AND ANY ENTITY ACTING ON ITS BEHALF TO OBTAIN A COMMERCIAL AND/OR CONSUMER REPORT, AND ANY OTHER INFORMATION IT DEEMS NECESSARY, FOR THE PURPOSE OF EVALUATING MY APPLICATION. IT IS PROGRESSIVE PROPERTIES POLICY TO TAKE A FULL AND COMPLETE APPLICATION ON ANY ONE EIGHTEEN YEARS AGE OR OLDER.

I UNDERSTAND THAT SUCH INFORMATION MAY INCLUDE, BUT IS NOT LIMITED TO, CREDIT HISTORY, CIVIL AND CRIMINAL INFORMATION, RECORDS OF ARREST, RENTAL HISTORY, EMPLOYMENT/SALARY DETAILS, VEHICLE RECORDS, LICENSING RECORDS, AND/OR ANY OTHER NECESSARY INFORMATION. APPLICANT HEREBY AFFIRMS THAT THE INFORMATION PROVIDED TO COMPLETE THIS APPLICATION IS TRUE, CORRECT AND COMPLETE AND THAT HE OR SHE HAS NOT WITHHELD ANY FACTS OR CIRCUMSTANCES, WHICH MIGHT, IF DISCLOSED, AFFECT THIS APPLICATION UNFAVORABLY. APPLICANT HEREBY AUTHORIZES THE COMPANY TO INVESTIGATE AND VERIFY ANY INFORMATION CONTAINED IN THIS APPLICATION AND ANY ADDITIONAL INFORMATION OBTAINED IN THE COMPANY'S INVESTIGATION.

APPLICANT AUTHORIZES AND DIRECTS ALL PERSONS CONCERNED TO PROVIDE SUCH INFORMATION AS THE COMPANY MAY REQUEST AND RELEASES THEM AND EACH OF THEM FROM ANY AND ALL LIABILITIES FOR DOING SO. I HEREBY EXPRESSLY RELEASE PROGRESSIVE PROPERTIES AND ANY ENTITY ACTING ON IT'S BEHALF, AND ANY PROCURER OR FURNISHER OF INFORMATION, FROM ANY LIABILITY WHAT-SO-EVER IN THE USE, PROCUREMENT, OR FURNISHING OF SUCH INFORMATION, AND UNDERSTAND THAT MY APPLICATION INFORMATION MAY BE PROVIDED TO VARIOUS LOCAL, STATE AND/OR FEDERAL GOVERNMENT AGENCIES, INCLUDING WITHOUT LIMITATION, VARIOUS LAW ENFORCEMENT AGENCIES. APPLICANT HEREBY AUTHORIZES THE COMPANY AND ITS AGENTS AT ANY TIME, INCLUDING AFTER TERMINATION OF AGREEMENT, TO OBTAIN A COMMERCIAL AND/OR CONSUMER REPORT (ALSO KNOWN AS A CREDIT REPORT) ABOUT APPLICANT FOR ANY PURPOSE, INCLUDING AND IN CONNECTION WITH THE COLLECTION OF ANY SUMS CLAIMED TO BE DUE ARISING OUT OF APPLICANT.

I hereby affirm that my answers to the forgoing questions are true and correct and that I have not knowingly withheld any fact or circumstance, which would, is disclosed, affect my application unfavorably. I understand that providing incomplete, inaccurate or intentionally false or misleading information on this application constitutes grounds for denial of the application and further constitutes a material breach of your Master Service Agreement.

I hereby give consent for an investigative commercial and/or consumer report to be done on me. I hereby authorize, without reservation, and law enforcement agency, administrator, state agency, state repository, former employer, corporation, credit agency, education institution, city, state, federal court, military institution, information service bureau, employer or insurance company contacted by Progressive Properties to furnish any and all information required. I do understand that the investigation will include information from law enforcement agencies, state agencies and public records information, such as credit, social security, criminal, motor vehicles and workers' compensation in accordance with the American with Disabilities Act.

This report will include information as to my character, work habits, performance and experience. This releases the aforesaid parties, including Progressive Properties, from any liability and responsibility for collecting the above information at any time.

According to the Fair Credit Reporting Act (Law 91-508) SS 606: A person may not procure to cause to be prepared an investigative consumer report on any consumer unless it clearly and accurately disclosed the consumers that an investigative commercial and/or consumer report including information as to his character, general reputation, person characteristics, and mode of living and employment history whichever are applicable, may be made. I also understand that if I am denied an apartment because of the consumer investigation, it is my right to make a written request to Progressive Properties, with a reasonable time, for complete and accurate disclosures of the nature and scope of the investigation as well as the disclosure of the names of the agency or agencies that conducted the investigation. This authorization, in original copy form, shall be valid for this and any further and/or future reports or updates that may be requested.

SEAL: The parties to this Application intend to establish this agreement under seal as evidenced below and the signing of this Application is intended to be a specialty and governed by the Annotated Code of Maryland, Courts and Judicial Proceedings, Article 102(a)(5) as amended from time to time.

Contractor Signature (SEAL)

Contractor Name Printed (SEAL)

Contractor Title

Date

Contractor Signature (SEAL)

Contractor Printed (SEAL)

Contractor Title

Date

cc: Vendor File

Form Name: Vnd Form App 2 BLANK Rev 5.6