



Company Information

Company Name (same as W-9): _____
Street Address: _____
City: _____
State: _____
Zip: _____
Company Main Line: _____
Company Alternative Line: _____
Company E-mail: _____
Company Website: _____

Owner/ Personal Information:

1. Last Name: _____
2. First Name: _____
3. Street Address: _____
4. City: _____
5. State: _____
6. Zip: _____
7. Home Phone: _____
8. Cell Phone: _____
9. E-mail: _____
Additional Information: _____

1. Do you have pending litigations? _____
2. Do you have outstanding liens or judgments? _____
3. Have you ever been convicted of a felony? _____
 If Yes, please explain: _____
4. Are you willing to give permission for a criminal back ground check? _____
5. Have you ever been banned from completing HUD work? Yes No

*Upon request the owner may be asked to provide documentation - Social Security Card and Driver's License

Tax Information:

*Submit complete W-9 with this application

1. Company Tax ID/ Employment Identification Number (EIN): _____
2. Social Security Number - IF sole Proprietorship: _____

Insurance Information:

*Vendors must carry a minimum of \$1 million in Business Liability (E&O) insurance. Vendors must also carry Workers Compensation Insurance unless otherwise providing an exemption form from Workers Compensation. Michigan Realty Solutions must be named as "Certificate Holder" on Liability and E&O policies once New Vendor hiring approved.

MUST submit copies of all insurance policies to be eligible for New Vendor Hire Approval

Business References: Please provide up to three business references

1. Company Name: _____

Work Performed: REO PFC P&P Inspections Other:

Length of Service: _____

Are you still working for this company? If No, Please explain: _____

Contact Name/ Position: _____

Contact Phone/ Email: _____

2. Company Name: _____

Work Performed: REO PFC P&P Inspections Other:

Length of Service: _____

Are you still working for this company? If No, Please explain: _____

Contact Name/ Position: _____

Contact Phone/ Email: _____

3. Company Name: _____

Work Performed: REO PFC P&P Inspections Other:

Length of Service: _____

Are you still working for this company? If No, Please explain: _____

Contact Name/ Position: _____

Contact Phone/ Email: _____

How did you hear about Michigan Realty Solutions? _____

Referred by: _____

New Vendor Questionnaire

Industry Experience, Skills & Licenses:

1. Have you ever worked in the Property Preservation/ REO industry before? Yes No
2. If so, how many years? _____
3. What clients have you serviced in the past? _____
4. What clients do you currently serve? _____
5. What special skills or professional licenses do you have applicable to the industry? _____

Equipment, Tool & Technology:

*Vendors are required to have all the property equipment, tools and technology before becoming a vendor with MRS. Vendors are required to have; truck, lawn equipment, extension ladders, generator, air compressor, all other applicable tools, digital camera, smart phone with the ability to e-mail, computer, high speed internet and scanner.

1. Do you have all of the required equipment, tools, and technology? Yes No

Quality Assurance & Training:

*Vendors are required to provide quality assurance measures and proper training to their field crews and office staff to ensure timely and accurate results.

1. Are you familiar with HUD, FHA, REV, Fannie Mae, Freddie Mac, VA and Conventional guidelines?

Capacity & Coverage Areas:

*Vendors will be required to submit accurate work load capacity information upon New Vendor Hiring approval.

1. Are you an Owner/Operator? Yes No
 2. Do you use sub-contractors? Yes No
 3. How many crews do you have? _____
 4. How many P&P/REO orders can you complete on time in a week? _____
 5. How many Grass Cut orders can you complete on time in a week? _____
 6. How many Construction/ Rehabilitation orders can you complete on time in a week? _____
 7. What mile radius do you cover from your office/ shop base? _____
 8. What is the furthest distance from your office/shop base you can cover in an emergency? _____
 9. What counties do you cover? _____
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Please check the applicable Services you can perform:

Inspections:

Interior/ Exterior Property Inspection
Occupancy Inspection Drive by
Inspection Commercial Inspection
Interview Inspection Insurance
Loss inspection Natural Disaster
Inspection Repair and Assessment

Services:

Securing:

Lock Change, Padlock, Slider Bolt, Window Lock, Pool Covering, Pool Closing &
Securing, Hot Tub Covering, etc.

Boarding:

Windows, Doors, Security Door with Hinges, Slider Door, Garage Overhead Door, etc.

Trash Out/ Debris Removal:

Interior & Exterior Debris, Health Hazards, Tires, etc.

Item Removal:

Moldy Debris, Carpet, Drywall, Inoperable Appliances, Automobiles, Broken Fencing, Deck, Shed,
Wood Structures, Above Ground Pool, Dead Animals, etc.

Yard maintenance:

Lawn Mowing, Trimming, Edging, Shrub Trimming, Tree Trimming, Dead or Fallen
Tree Removal, Weed Removal, Snow Removal, etc.

Winterizations:

Dry, Wet (Radiant and Steam), Well Systems, Winterization Check, Re-fresh, Winterization
Irrigation System, Winterize Pool Plumbing; Winterize Hot Tub, De-Winterization, etc.

Cleaning Services:

Full Janitorial/ Maid Services, Market Re-fresh Cleaning, Etc./

Repair Services:

Roofing, Plumbing, Electrical, Drywall, Flooring, Seeping Basement Walls, Window, etc.

Mold Remediation:

Mold Testing, Treat Mold & Seal, Dry-lock, Install Sump Pump, Install dehumidifier, etc.

Other Services:

Eviction, Utility Transfer, Cash for Keys, Install Sign, Bid/ Estimates, Property Condition Reports, Plumbing,
Electrical, HVAC, Handyman Services, Flooring, Carpet, Painting, Construction Services, Demolition, Etc.

P & P

Placing property in Conveyance Condition (CC) regulations. Mortgagee Letter 2010-18 FHA
Property and Preservation Requirements.

Construction/ Rehabilitation
Services:

Construction & Rehabilitation Services
Handyman Services
Professional Services:
 Plumbing, Electrical,
HVAC Demolition

Agreement of Application

I acknowledge that all the information given to Michigan Realty Solutions on this application is complete and accurate to the best of my knowledge. I understand that misleading or false statements will constitute sufficient cause for denial of applicant or contract relationship.

I acknowledge that this application is not a contract relationship with Michigan Realty Solutions and that a further vendor application process is required before acceptance of vendor contract.

I authorize Michigan Realty Solutions to investigate information concerning my person and company work history, and all other aspects of my background relevant to my application and proposed contract. I release Michigan Realty Solutions and its employees from all liability arising from such investigation.

Signature of Applicant: _____ Date: _____