



593 Heritage Ct.
Holland, MI 49423
269.751.5750
www.berghorstenterprises.com

Vendor Application

All information you provide in this application is strictly confidential and used to evaluate your skills against our needs and requirements for independent vendors (sub-contractors). We do not sell or share any part of this information outside of our company.

Business Information

Name of Company:

Name of Owner(s):

Name of Preferred Contact:

Physical Address (complete location address required):

Mailing Address (complete mailing address required):

Web Site:

Office Phone Number:

Fax Number:

Cell Number of Preferred Contact:

After Hours Phone Number:

Email Address of Preferred Contact:

Type of Business:

Do your vehicles display the company name:

Organizations the company is a part of:

Organizations the owner(s) are a part of if different from above:

Is the business registered with the Better Business Bureau?

List any industry licenses, certifications or recognitions you have:

Are you a licensed contractor - If not do you have access to any if needed?

Number of Office Personnel:

Number of Field Service Employees:

Number of Subcontractors who are; full time/scheduled part time/as needed:

Total Number of Crews:

Current capacity of work orders per day or week for both in field and in office that can be completed (list as: *Per day: Field 4 small or 2 large work orders; Office 1 per hour*):

Industry Specific Information

What is your experience in the Property Preservation business?

Are you currently working with any national firms or field service companies - If so, please list:

Has your company in the past worked with any national firms or field service companies or have you worked as a sub through another company for a national or field service company – if so, please list with dates:

Do you have the ability to load photos on to the internet (in the office / in the field)?

Do you have the ability to send photos by email through your phone?

What type of building do you operate out of?

What is your turn around time for maintenance?

Do you have knowledge of the HUD/VA guidelines?

How do you document & report dump fee receipts for debris removal?

Do you know where to locate the serial numbers on mobile homes? (Name 3 locations):

Have you performed evictions – are you willing to if needed?

How do you ensure quality results in your work/your crews work?

How do you train your field crews?

Do you have a generator?

Do you have an air compressor?

Do you have a truck & trailer?

Financial Information

The Property Preservation Industry typically pays at 30-60 days from invoice submission. It is also cyclical in nature with peaks in April-June and again in September-November with slow periods in January-February. The following questions help us recognize the ability to substance business during these cyclical times and payment schedules.

Annual revenue for past 2 years:

Please summarize your current banking relationship including line of credit availability: (depending on the coverage area and volume of work we suggest between \$15,000 – 30,000 in available cash assets, to cover wages, materials, and equipment maintenance, we can discuss your specific circumstances during the interview)

If requested, would you be willing to authorize Berghorst to obtain a bank reference from your primary bank?

Insurance Information

Is there any litigation pending in relation to work performed by your company, you or any of your subcontractors? If yes, please explain:

Have you or any officer of the company ever been convicted of a felony or crime? If yes, please explain:

Have any claims been made in the last 12 months against your services either insured or uninsured? If yes, please explain:

General Liability insurance carrier:

Agents Name and Phone Number:

Limit amount:

Errors and Omissions insurance carrier:

Agents Name and Phone Number:

Limit amount:

Workman's Comp insurance carrier:

Agents Name and Phone Number:

Number of employees covered under your Workman's Comp:

If you do not carry Workman's Comp Insurance, please explain:

Coverage Areas

List the states, counties, or zip codes that you are willing to service (you may attach a separate sheet with your coverage areas):

Will you work outside your coverage area if needed?

Services Offered

Please check off the services that you do, or are willing to, perform:

- | | |
|---|---|
| <input type="checkbox"/> A/C Repair & Replacement | <input type="checkbox"/> Snow Removal |
| <input type="checkbox"/> Pest Control & Extermination | <input type="checkbox"/> Swimming Pool/Spa Service |
| <input type="checkbox"/> Board Ups | <input type="checkbox"/> Debris Removal |
| <input type="checkbox"/> Carpenter Work | <input type="checkbox"/> Vehicle Removal |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Window Replacements |
| <input type="checkbox"/> Evictions | <input type="checkbox"/> Winterization |
| <input type="checkbox"/> Fence Repairs | <input type="checkbox"/> Cash for Keys Service |
| <input type="checkbox"/> Flooring | <input type="checkbox"/> Pest Control & Extermination |
| <input type="checkbox"/> Initial Clean | <input type="checkbox"/> Initial Lawn Service |
| <input type="checkbox"/> Periodic Clean | |
| <input type="checkbox"/> Lawn Maintenance | |
| <input type="checkbox"/> Plumbing | |
| <input type="checkbox"/> Re-key (within 24 hours) | |
| <input type="checkbox"/> Remodel | |
| <input type="checkbox"/> Repairs | |

List any additional services provided:

- 1)
- 2)
- 3)
- 4)

References

Please provide three business references that we can contact.

#1 References Name:

Phone Number:

Email Address:

Relationship:

#2 References Name:

Phone Number:

Email Address:

Relationship:

#3 References Name:

Phone Number:

Email Address:

Relationship:

Please provide any additional information that you feel is relevant:

List any questions you have regarding Berghorst Enterprises, the Property Preservation Industry, or this application:

How did you hear about Berghorst Enterprises?

Thank you for your time and consideration of Berghorst Enterprises.

Please return this completed form along with your resume either by

Fax to: 616-582-5964

Or

By email to: services@berghorstenterprises.com

For questions related to this application please contact us at: 269-751-5750