

King County NARPM
Vendor/Member Agreement

Date: _____

Business Name ("Vendor"): _____

Vendor's Mailing Address: _____

Company Contact: _____ Title: _____

Phone: _____ Fax: _____ Cell Phone: _____

Email: _____ Web Address: _____

Alternate Contact: _____ Phone: _____

Services/ Supplies Offered: _____

Special advantages your company offers: _____

Federal Tax ID Number: _____ Business License # _____ State Contractor # _____

_____ Length of time in business _____ yrs

1. Vendor is available to provide the following services (please check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Eviction Services | <input type="checkbox"/> Pest Control |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Fences | <input type="checkbox"/> Phone Repair |
| <input type="checkbox"/> Air Conditioners | <input type="checkbox"/> Fire Damage Restoration | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Air Purifiers | <input type="checkbox"/> Fire Extinguishers | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Appliances - Leasing | <input type="checkbox"/> Furnace Repairs | <input type="checkbox"/> Pool/Spa Maintenance |
| <input type="checkbox"/> Appliance - Removal | <input type="checkbox"/> Garage Door - Repair | <input type="checkbox"/> Porcelain & Fiberglass Refinishing/Repair |
| <input type="checkbox"/> Appliances - Repair | <input type="checkbox"/> Geotechnical Consultant | <input type="checkbox"/> Pressure Washing/Roof Cleaning |
| <input type="checkbox"/> Asbestos Abatement | <input type="checkbox"/> Glass Replacement | <input type="checkbox"/> Printer |
| <input type="checkbox"/> Asphalt | <input type="checkbox"/> Gutter -Cleaning | <input type="checkbox"/> Real Estate Agencies |
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Gutter/Downspout - Installation/Repair | <input type="checkbox"/> Roof - Cleaning |
| <input type="checkbox"/> Backflow Testing | <input type="checkbox"/> Home Inspections | <input type="checkbox"/> Roof - Installation/Repair |
| <input type="checkbox"/> Blind - Cleaning | <input type="checkbox"/> Hauling | <input type="checkbox"/> Security Systems |
| <input type="checkbox"/> Blind - Installation/Repair | <input type="checkbox"/> Insurance | <input type="checkbox"/> Septic Services |
| <input type="checkbox"/> Blood Bourne Pathogen Cleanup | <input type="checkbox"/> Land Development Planning | <input type="checkbox"/> Sign Installation |
| <input type="checkbox"/> Carpet - Cleaning | <input type="checkbox"/> Landscapers | <input type="checkbox"/> Sign Sales |
| <input type="checkbox"/> Carpet - Installation/Repair | <input type="checkbox"/> Lead Abatement | <input type="checkbox"/> Sprinkler System Repair |
| <input type="checkbox"/> Chimney Cleaning/Serviceing | <input type="checkbox"/> Leak Detection | <input type="checkbox"/> Tenant Screening Services |
| <input type="checkbox"/> Cleaning - Housecleaning | <input type="checkbox"/> Locksmith | <input type="checkbox"/> Tile Setting/Repair |
| <input type="checkbox"/> Collection Services | <input type="checkbox"/> Mailbox | <input type="checkbox"/> Towing |
| <input type="checkbox"/> Computer - Purchases/ Services | <input type="checkbox"/> Masonry | <input type="checkbox"/> Tree Services |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Meth -Lab Decontamination | <input type="checkbox"/> Vent Cleaning Systems |
| <input type="checkbox"/> Contractors - General | <input type="checkbox"/> Mold Remediation | <input type="checkbox"/> Vinyl Floors |
| <input type="checkbox"/> Credit Reporting Agency | <input type="checkbox"/> Oil Heating | <input type="checkbox"/> Water Damage |
| <input type="checkbox"/> Drapes - Cleaning | <input type="checkbox"/> Painting | <input type="checkbox"/> Window & Glass |
| <input type="checkbox"/> Drapes - Installation/Repair | <input type="checkbox"/> Parking Lot Striping | <input type="checkbox"/> Wood Floors |
| <input type="checkbox"/> Electrician | <input type="checkbox"/> Paving | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Environmental Testing | | |

2. Vendor is available to provide services in the following areas (please check all that apply):

- Whatcom County **Notes or Comments:**
- Skagit County
- Snohomish County
- King County
- Pierce County
- Thurston County
- _____
- _____

3. King County NARPM Proprietary Members (“Agent”) and Vendor agrees to the following Policies and Procedures when engaged in a working relationship:

- 1) Agent has a philosophy of integrity, honesty and a commitment to excellent service for Agent’s owners and tenants. This agreement applies to Vendor, Vendor’s employees, and Vendor’s subcontractors. Agent is the agent for the “Owner” of the property for which we request the Vendor’s services. (This includes Property Owners of single-family homes and multiplex units, Homeowner Associations, or Condominium Associations.) The “Owner” of the property is responsible for both hiring and payment of Vendor’s services.
- 2) Vendor shall provide a Business Tax ID Number and copies of Business Licenses and Bonding Insurance. When applicable, Vendor must maintain Workers Compensation Insurance at all times and provide Agent with a copy of the insurance policy.
- 3) Vendor shall make best efforts to contact tenants within 24 hours after receiving a work order from Agent. When contact is made, Vendor shall arrange for an appointment to make a repair.
- 4) Please perform work orders in a timely and efficient manner. If you are going to be late or need to reschedule an appointment please notify the tenant. Washington State Landlord-Tenant Act requires a minimum of forty-eight hour written notice to enter the premises, except in cases of an emergency or abandonment, or unless tenant authorizes otherwise. It is a violation of the law to enter the property without notifying the tenant in advance.
- 5) If keys have been provided to you they must be returned promptly after your work orders are complete. Keys may not have complete address information on the tag but will have owner account numbers on them.
- 6) Putting a door hanger on while in the property is optional.
- 7) If you need to turn off power or water, please notify all tenants that you may affect.
- 8) Please only do authorized repairs. If, while at the property, any additional repairs are needed, contact the property manager for approval before doing the work.
- 9) If you notice any “preventative maintenance” needs while you are at the property, please inform Property Manager as soon as possible. For example, inadequate lighting, water leaks, slippery surfaces, loose hand rails, steps, or railings, damaged or clogged gutters or downspouts, dripping faucets or leaking toilets, and faulty smoke alarms.
- 10) Please report any unusual items to the Property Manager as soon as possible, such as pet odors, pet damage, damage to the property caused by the tenant, or dangerous conditions.
- 11) If an appliance has a leased sticker on it, please do not work on it or replace it. Contact the Property Manager at once. You may bill for a service charge.
- 12) Resident’s telephones should not be used without their permission. Long distance calls may not be made unless they can be put on your credit card.
- 13) Please leave your business card to inform the tenants that you were in their residence. Leave a note giving the status of the repair. If the repair is not done, explain when it will be completed. Report same information to agent. (Property Manager) A job not completed often results in increased cost to the property owner in addition to the ill will on the part of the tenant.
- 14) Please clean up before leaving the property. Remove all scrap materials. Be conscious of tracking mud, dirt or grease on carpets or floors, and do not leave marks on the walls. If tenant’s belongings need to be moved, please return them to their proper place. Do not use tenant’s belongings or tools to complete the work without their permission.
- 15) Please make sure any windows or doors you open are appropriately locked and secured and lights are turned off. If vacant, leave heat thermostats at 55 - 60 degrees. Pets should be left either in or outside the premises as you found them.

16) If the property has a key box, replace the key in the box after locking the door and twist the combination dial to lock the box.

I/We understand that Affiliate membership in the King County Chapter of the National Association of Residential Property Managers (NARPM) is limited to those professionals who provide a service to the property management industry and does not qualify the Affiliate member as a "National Vendor Affiliate". I/We understand that Affiliate membership does not constitute and endorsement of the Affiliate's products or services. NARPM and the King County Chapter make no representation or warranties regarding the quality of products or service of Affiliate members. I/We agree to hold NARPM and the King County Chapter free and harmless of any liability for wrongful or negligent acts or omissions of the Applicant or of the Applicants agents or employees. I/We agree further to abide by NARPM's code of ethics, governing laws, rules and regulations, and principles. I/We understand that my application must be accepted and approved by the chapters executive board and I agree to abide by their decision. Affiliate members cannot use the NARPM log. I affirm the information contained herein is true and accurate.

By signing and dating below Vendor hereby acknowledges your understanding and willingness to cooperate with the above guidelines.

Vendor's Signature

Date

- Copy of Business License attached
- Copy of Bonding &/or Liability Insurance attached
- Copy of State Contractor License
- EPA Lead Certified Firm Certificate (if applicable)
- References attached (Letter from King County Member Company or 2 names and numbers of local property management firms you have worked with within the last 6 months).
- \$300.00 Membership Fee (payable to King County NARPM)

All applications must be submitted in full. Incomplete applications will be returned without board review.

MAIL THIS COMPLETED APPLICATION TO:

**K. C. NARPM c/o Servpro Edmonds, Lynnwood & Bellevue West
ATTN: Courtney Generaux Olson
19327 21st Ave W
Lynnwood, WA 98036**

**425-744-1148
425-361-1074 fax
courtneyg@servproofedmonds.com**