



Preferred Vendor Application

Service You Can Trust, Quality You Can Afford Since 1986!

Thank you for your interest in becoming a National Home Warranty (NHW) Preferred Vendor!

Since 1986 National Home Warranty has been providing exceptional value to our customers through our consistent delivery of quality service at an affordable price. We take great pride in our industry leading service, and a strong relationship with our Preferred Service Providers is critical to our success. Our ability to retain our customers begins with the unparalleled service and unwavering commitment National Home Warranty provides to our homeowners, real estate professionals, property managers, and investors.

Please take the time to fill out the attached application packet so you can begin working with us as a Preferred Vendor. This packet must be completed, in its entirety, prior to consideration. It is imperative that it is returned in its entirety.

We will need you to complete and return the following items:

- | | |
|---|---|
| <input type="checkbox"/> Company Profile | <input type="checkbox"/> Pricing Information |
| <input type="checkbox"/> Equipment Information | <input type="checkbox"/> Service Profile |
| <input type="checkbox"/> Statement of Service | <input type="checkbox"/> Corporate Exemption Form |
| <input type="checkbox"/> Lead-Based Paint Agreement | <input type="checkbox"/> Background Check Agreement |
| <input type="checkbox"/> Form I-9 | |

We will need you to provide copies of all applicable trade licenses and certifications on the following:

- Heating
- Air conditioning
- Plumbing
- Electrical
- EPA Certification for refrigeration and HVAC
- State/County/Municipal
- Bond declaration (if applicable)
- Copies of current insurance certificates:
 - General Liability
 - Automobile
 - Workers Compensation
- List of zip codes your company services
- List of technicians



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Statement of Service

We will report all conditions of maintenance, neglect or homeowner tampering. Before beginning any service work we will obtain authorization as needed by NHW.

Yes *No*

We will comply with the Service Priority (standard or emergency) as identified on each dispatch.

Yes *No*

We will follow all procedures identified in the Preferred Service Provider Packet.

Yes *No*

Standard Service:

We agree to telephone the customer within two hours and to schedule the service call within forty-eight hours of receipt of the dispatch. If we are unable to meet this time frame we agree to notify NHW.

Emergency Service:

We agree to telephone the customer within thirty minutes and to schedule the service call within four hours of receipt of the dispatch. If we are unable to meet this time frame, we agree to notify NHW.

Signature

Printed Name

Date

Name of Company



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Company Profile

GENERAL INFORMATION

Business Name		Federal Tax ID#
Mailing Address		Office/Other Address
City	State	Zip Code
Owner		Other Contact/Service Manager
A/R Contact Name		Contact Phone # / Email
Business Phone #	Fax #	Contact Name
Mobile #	Emergency Phone #	
Email Address	Website	

Normal Business Hours: _____

DISPATCH PREFERENCE – Please select the method(s) you would like NHW customers to be referred to your company (maximum of two methods).

Via E-mail: _____ Afterhours: _____

STAFF PROFILE – please provide a list of names (first & last) of all technicians.

Contractor's License Number(s)	Years in business	Annual Revenue
# of Service Technicians	How are they identifiable? (name tag, badges, uniforms etc.)	
Number of service vehicles	How are they identifiable? (logo's, signs, lettering)	



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Equipment Information

DEALER AND EQUIPMENT INFORMATION

We are dealers of these brands

We service these brands

We do not service these brands

Name, location, and phone number of the nearest Ferguson distributor

Name, location, and phone number of the nearest Barnett distributor

Name, location, and phone number of the nearest Goodman distributor

Name, location, and phone number of the nearest Lennox distributor

EQUIPMENT WAREHOUSES YOU USE

This distributor sells the following (check all that apply);

- Heating and air conditioning
 Plumbing
 Appliance
 Pool/Spa

Name

Phone

Address

City

Zip Code

This distributor sells the following (check all that apply);

- Heating and air conditioning
 Plumbing
 Appliance
 Pool/Spa

Name

Phone

Address

City

Zip Code



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Service Profile

HVAC

We will install NHW Provided Equipment: Yes No We prefer: Pick up Delivery

Water Heaters:

We will install NHW Provided Equipment: Yes No We prefer: Pick up Delivery

Please check all that are applicable services:

Air Conditioning

- Cooler (Swamp)
- Glycol
- Duct Work
- Forced Air, Electric
- Wall Unit
- Packaged Units
- Window Unit
- Geo-Thermal
- Electronic Air Filters

Heating

- Electric Radiant
- Glycol
- Wall Unit
- Forced Air
- Hot Water/Steam
- Duct Work
- Packed Units
- Solar
- Humidifier
- Geo-Thermal
- Oil Furnaces

Heat Pump

- Forced Air, Electric
- Glycol
- Forced Air, Gas
- Water Source
- Packaged Units
- Duct Work
- Geo-Thermal

Plumbing

- Water Heater
- Water Softener
- Lines, Water
- Drain Camera
- Water Purifiers
- Water Softener
- Water Well
- Lines, Drain
- Main Line Routing
-
- Sump Pump
- Garbage Disposal
- Lines, Gas
- Water Purifiers
- Ejector/Lift Pump
- Tankless Water Heater
- Lateral Routing
- Water Heater, Power Vent

Appliances

- Washer/Dryer
- Magnetic Induction
- Range Fan / Hood
- Dishwasher
- Oven / Range
- Ice maker / dispenser
- Freezer
- Refrigerator
- Exhaust / Venting
- Microwave
- Compactor

Electrical

- Central Vacuum
- Attic Fan
- Receptacle
- Door Bell
- Exhaust Fan
- Light Fixtures
- Intercom
- Breaker/Fuse Panel
- Wiring / General Repair
- Garage Door Opener
- Ceiling Fan

Swimming Pool

- Hot Tub
- Swimming Pool
- Whirlpool Bath

Garage Door Openers

- Openers
- Tracks / Hinges
- Springs



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CORPORATE EXEMPTION FORM

In order for us to properly maintain our records for the purpose of issuing a Form 1099 Information Returns, National Home Warranty (NHW) requests you furnish the following information:

How Is your company or business registered?

Corporation LLC

If a corporation, simply sign and date this form and return it to National Home Warranty. We will not issue a 1099 Information Return to the Internal Revenue Service, nor will we deduct 30% backup withholding on payments.

If an LLC, we are required to issue a Form 1099 Information Return to the Internal Revenue Service and as such, you are required by law to furnish us with your Federal Identification Number. Please complete the attached Form W-9.

If we do not receive this letter or a properly executed Form W-9, as required by law, we will withhold 30% of the amount we owe you and remit the withheld amount to the Internal Revenue Service. In addition, you may be subject to a \$50 penalty imposed by the Internal Revenue Service for failure to provide the proper Federal Identification Number. We appreciate you cooperation in this matter.

Under penalties of perjury, I certify that the information provided above is true.

Name of Company

Printed Name of Authorized Individual

Signature

Date



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Pricing Information

NHW PREFERRED SERVICE CHARGES: **DISCOUNTED RATES** FOR NHW

	Normal Hours (inc. Saturdays)	Overtime (Evenings)	Overtime (Sunday / Holidays)
Service Call (includes 1 st hr):	\$	\$	\$
Labor - 1/4 hourly rate:	\$	\$	\$

NHW PARTS COST: **DISCOUNTED RATES** FOR NHW

Parts Cost Range	Markup %	Parts Cost Range	Markup %
		\$	
		\$	

RETAIL SERVICE CHARGES

	Regular Hours (inc. Saturdays)	Overtime (Evenings)	Overtime (Sunday / Holidays)
Labor /service call:	\$	\$	\$
1/4 hourly rate:	\$	\$	\$

RETAIL PARTS CHARGES

Parts Cost Range	Markup %	Parts Cost Range	Markup %
		\$	
		\$	

HVAC LABOR ONLY CHARGERS

Item	Labor Charge
Compressor Install	\$
Condenser Install	\$
Evap Coil Install	\$
Condenser Coil Install	\$
Air Handler Install	\$
Furnace Install	\$
Water Heater Install	\$



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Do you currently work with other Home Warranty Companies?

- No
- Yes (if yes, whom) _____

What is your average invoice amount? _____

ADDITIONAL PRICING / COMMENTS / NOTES:



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Background Checks

The Contractor acknowledges and understands that in the process of performing service for National Home Warranty (NHW), they are indirectly representing NHW and agree to take every precaution to preserve and protect the reputation of NHW. Accordingly, it is agreed that the Contractor will conduct sufficient background checks on all employees performing work under this agreement.

I, _____ as an authorized representative of _____ located at _____ hereby certify and confirm that all company employees dispatched for service on any and all National Home Warranty work orders have undergone thorough background checks and are qualified to perform service relative to the work issued to them. The background checks for all technicians performing the work shall include, but not be limited to, the following:

- All pertinent trade and safety licenses and certifications are current and in good standing
- Are legally eligible and authorized to work in the United States and identity matching has been performed
- Have not been convicted of a crime that may introduce undue risk to NHW, its customers, or tenants
- Motor Vehicle Report has been obtained confirming driving eligibility and any restrictions

Signed _____

Printed _____

Dated _____