



Company Information

Business Name:

Your Name/Title:

Cell Phone: **Office Phone:**

E-Mail:



Payment Terms & Work Agreement

Do you accept deferred payment from escrow? ☐ Yes ☐ No

— If yes, is job over \$600? If so, upload W-9 Form

If paid through escrow, do you agree to wait until closing with no late fees or interest? ☐ Yes ☐ No

Do you require a signed service agreement? ☐ Yes ☐ No

Are you insured and able to provide a certificate if needed? (especially for biohazard) ☐ Yes ☐ No

Do you charge cancellation or rescheduling fees? ☐ Yes ☐ No

— If yes, how much? \$ (write \$0 if none)

Do you take before & after photos - and can you email/text them to me? ☐ Yes ☐ No

Do you subcontract the work or perform it yourself? ☐ Subcontracted ☐ Perform Myself



Service Area

Headquartered in (City):

How many miles do you travel from base location? ☐ 10 ☐ 20 ☐ 30+

Do you serve specific counties or cities only?



Payment Methods Accepted

☐ Cash (must provide invoice & receipt w/company name)

☐ Check ☐ Credit Card ☐ Zelle ☐ Venmo ☐ PayPal ☐ Escrow pay only

VENDOR INTAKE FORM



Availability & Scheduling

Days Available: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

How soon can you typically do a job?

☐ Same Day ☐ 2-Day Notice ☐ 2-3 Day Notice

Preferred time window for arrival?

☐ Morning ☐ Afternoon ☐ Flexible

Emergency services available? ☐ Yes ☐ No



Services Offered (check all that apply)

- ☐ Locksmith ☐ Hauling/Junk Removal ☐ Deep Cleaning ☐ Biohazard Cleanup
☐ Property Inspector ☐ Security/Board-Up ☐ Estate Liquidator / Auction Company
☐ Others (List):



Notes Or Special Requirements

Any license number, insurance requirements, or job minimums we should know about:

Upload your service fee sheet (if available): Attach your service fee sheet here

(Optional – helps us understand your scope and pricing for future assignments)

Licensed? ☐ Yes ☐ No License #: Surety Company:

Insured? ☐ Yes ☐ No Upload Certificate of Insurance (COI) Upload COI

Bonded? ☐ Yes ☐ No Bond #: Upload Bond Cert. Bond Certificate



Legal & Ethical Conduct Agreements

Do you understand this is a court-supervised and your work may be reviewed by an attorney or judge? ☐ Yes ☐ No

Will you notify the agent immediately if you find any sensitive documents, cash, weapons, or personal valuables? ☐ Yes ☐ No

Do you agree not to take, gift, donate or remove any items unless instructed in writing by the estate rep or agent? ☐ Yes ☐ No

Do you agree to indemnify and hold harmless the real estate agent and estate representative for any damages caused by your work? ☐ Yes ☐ No

Do you understand that submission of this form does not guarantee work or listing on the approved vendor list? ☐ Yes ☐ No