

Thank you for contacting Eagle Commercial Realty Services.

For more than 20 years, Eagle Commercial Realty Services, AMO® has distinguished itself as a leading and trusted commercial real estate property management and brokerage firm in Arizona, providing its clients with personalized service and expert property management

With over 3 million square feet of managed portfolio, Eagle provides superior property management services to its clients. We pride ourselves in being able to anticipate and rectify property and tenant issues before they become problems.

Eagle Commercial provides its clients with the very best in property and maintenance services through a competitive bidding process. Each vendor is screened to assure they are properly licensed, insured and technically proficient. Each vendor is evaluated by their ability to provide quick response and quality service without disruption of tenant or building operations.

In addition, our vendor approval and selection process is driven by evaluating those vendors that provide us with the best opportunity to fulfill the 3 guiding principles of our mission of ensuring our client's success by:

- Building better futures for our clients and community
- Developing dependable, long-term relationships
- Taking the utmost care, pride and ownership in everything we do.

By contacting Eagle, you have begun the process of helping us fulfill our mission, thereby incorporating our mission into your organization's mission as well!

The first step in our approval process requires you to fill out the attached form and email it back to us along with the requested backup documents. Once we receive those documents, you will be placed into our database of approved vendors for our Property Managers to contact if they are in need of a proposal for work/service.

Once again, thank you very much for your interest in serving Eagle Commercial and our clients. We take our responsibility and our mission very seriously, and we expect our vendors to do the same. We remain loyal to both clients and vendors, and find that establishing relationships where honest communication, integrity, and fair values are a foundation for long-term success.

Sincerely,

The Eagle Commercial Team

Please complete and email to: vendors@eaglecommercial.com along with all supporting documents

NEW VENDOR DATA SHEET

Vendor Legal Name	dba (If applicable)	EIN #
Address/City/ST/Zip		
Main Office #	Fax #	Website URL
Hrs. of Operation	AZ ROC #	Other Applicable License #'s

Principal/Owner Contact Name	Telephone #	Mobile #	E-Mail
Acts. Receivable Contact Name	Telephone #	Mobile #	E-Mail
New RFP/Project Contact Name	Telephone #	Mobile #	E-Mail

VENDOR SERVICES PROVIDED

<input type="checkbox"/> General Contracting	<input type="checkbox"/> Exterior	<input type="checkbox"/> Interior
<input type="checkbox"/> Painting	<input type="checkbox"/> Exterior	<input type="checkbox"/> Interior
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Exterior	<input type="checkbox"/> Interior
<input type="checkbox"/> Electrical	<input type="checkbox"/> Pest Control	<input type="checkbox"/> Landscape
<input type="checkbox"/> Janitorial	<input type="checkbox"/> Fire/Life Safety	<input type="checkbox"/> Lighting
<input type="checkbox"/> Other _____	<input type="checkbox"/> Roofing	<input type="checkbox"/> HVAC
	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Locksmith
	<input type="checkbox"/> Glass Repair	<input type="checkbox"/> Security

VENDOR REFERENCES (REQUIRED): Please provide 3 current references in the Phoenix Metro Market

1. _____
2. _____
3. _____

REQUIRED DOCUMENTS CHECKLIST: The following are the minimum required documents for approval

- Vendor Certificate of Insurance:** Current/valid insurance certificates are required to be on file with Eagle. No vendor shall be considered for approval unless insurance is in full force, and a copy is on file.
- Worker's Compensation and Employer's Liability Insurance Certificate:** A copy of current/valid Worker's Compensation and Employer's Liability Insurance Certificate is required to be on file with Eagle. If Vendor has no employees, and is a sole proprietor, then vendor shall furnish Eagle with a completed Sole Proprietor Waiver. No vendor shall be considered for approval unless insurance is in full force, and a copy is on file.
- Vendor W-9 Form:** Current/valid and fully completed W-9 form must be on file with Eagle for vendor approval.

VENDOR OPTIONAL DOCUMENTS CHECKLIST: The following are all optional documents

- Vendor Marketing/Flyer(s)
- Vendor Catalog or listing of services, including pricing
- Vendor Directory/List of company contact names, phone #'s, and emails
- Vendor Bio/History of serving the Phoenix Metro Market