

# NEW VENDOR REQUEST

It's the policy of Quest Asset Management, Inc. that new vendors be approved by the property's assigned Regional Supervisor prior to any work or service being performed on the property. Furthermore, by signing this form, the property manager certifies that the vendor identified below is not related to or friends with any Quest Asset Management, Inc. employee assigned to the property noted below. No new vendors will be setup without this form.

**Unless otherwise stated, please include this completed form and required attachments with the new vendor's initial invoice (along with other transmittal invoices).**

**PROPERTY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

New Vendor Name: \_\_\_\_\_

*In order to setup the new vendor, a properly completed insurance certificate and W-9 form must accompany this form.*

Does the vendor require a credit application?  Yes  No

If **yes**, please e-mail a copy of the vendor's credit application along with this request (with signature approvals) to Linda White at [linda@questami.com](mailto:linda@questami.com).

Reason for New Vendor: \_\_\_\_\_

Is the new vendor (named above) replacing your current vendor?  Yes  No

Name of Current Vendor: \_\_\_\_\_

Property Manager: \_\_\_\_\_

Property Supervisor: \_\_\_\_\_