

Vendor Qualification Template

Use this template to gather important information on potential new vendors for your real estate projects.

VENDOR: _____

PROJECT MANAGER: _____

DATE: _____

STATUS

ITEM

COPY OF W9

LIST OF COMPANY LICENSE NUMBERS

LIST OF STATE SALES TAX NUMBERS

LIST OF STATE UNEMPLOYMENT INSURANCE NUMBERS

LIST OF INSURANCE AGREEMENTS

LIST OF CURRENT PROJECTS

LIST OF RECENTLY COMPLETED PROJECTS

CURRENT FINANCIAL STATEMENT

BANK INFORMATION

DUN AND BRADSTREET INFORMATION

REFERENCES FROM THREE SUPPLIERS

REFERENCES FROM THREE CONTRACTORS

INDEPENDENT VERIFICATION LETTER SUPPORTING EXPERIENCE MODIFICATION RATE FOR THE LAST THREE YEARS

