ABBITT MANAGEMENT, LLC

11835 Fishing Point Drive Suite 101
Newport News, VA 23606
Ph. (757) 599-3335 · Fax (757) 874-8827

Connected to Your Past -
Committed to Your Future
Est. 1946

Property Management · Commercial Leasing · Sales · Appraisals · Community Association Management

Request for Addition to Abbitt's Vendor Directory

Dear Vendor,

We appreciate your interest in requesting the addition of your company to Abbitt Management LLC's vendor directory. Since 1946 Abbitt has been committed to exceptional customer service and all employees of Abbitt are required to deliver optimal customer service at all times. We hold this same requirement for all vendors we conduct business with. How your company provides customer service to our clients is a reflection on Abbitt and subpar customer service cannot be tolerated. Should your company share our commitment to exceptional customer service we invite you to return the below information to us via mail or fax at the address listed above.

Vendor Requirements for Submission
(Please return all items at one time as partial submission will be rejected)

1. Completed and signed Abbitt/Vendor Agreement (attached)
2. A completed W-9 (attached). The name listed on the W-9 will determine how checks will be written and when submitting 1099s to the IRS if applicable.
3. A Certificate of Insurance listing the insured company's name as listed on the W-9 reflecting proof of:
    a. current general liability insurance with minimum coverage of $500,000
    b. current worker's compensation insurance with minimum coverage of $1,000,000
    c. listing Abbitt Management LLC and/or its affiliates as additional insured.
4. A copy of any of the following as applicable for your type of service:
    a. Contractor's license
    b. Company's business license
    c. Registration with State Department of Professional and Occupational Regulation
    d. Company's certificate of certified renovation firm (EPA's Renovation, Repair and Painting Regulations Lead Based Paint)
    e. HVAC Certification

Thank you and again we appreciate your interest in working with Abbitt Management LLC.

Best Regards,

Abbitt Management LLC

ABBITT MANAGEMENT, LLC

Property Management · Commercial Leasing · Sales · Appraisals · Community Association Management

11835 Fishing Point Drive Suite 101
Newport News, VA 23606
Ph. (757) 599-3335 · Fax (757) 874-8827

Connected to Your Past -
Committed to Your Future
Est. 1946

Vendor Agreement

Submission

Please insure all of the below documents are provided at time of submission:

- ☐ This completed and signed vendor agreement
- ☐ Completed W-9
- ☐ Certificate of Insurance with proof of Worker's Comp and General Liability
- ☐ Copy of all licenses and certifications

Vendor

Company Name: _____

Services Offered/Attach Brochure: _____

Contact Name: _____

Phone: _____ Mobile: _____

Email: _____

Agreement

The vendor/company agrees:

1. It has provided true and accurate information on all documents included with its submission.
2. It will maintain worker's compensation with minimum $1,000,000 coverage and general liability insurance with minimum $500,000 coverage at all times along with notifying Abbitt immediately if said insurances are cancelled.
3. It will maintain all proper business licenses, state licenses and certifications required along with notifying Abbitt immediately if said licenses are cancelled or revoked.
4. It will respond to service requests, communicate their status and provide accurate detailed invoices to Abbitt Management quickly and in a timely fashion.
5. That Abbitt Management works on a 30 day pay cycle from invoice receipt date.

By signing below the Vendor requests to be added to Abbitt Management's Vendor Directory and if accepted hereby agrees to all requirements listed above along with providing excellent customer service to Abbitt Management LLC and its clients.

_____ _____
Authorized Signature of Vendor/Company Date

_____ _____
Approved by Abbitt Management LLC Date