

Vendor Onboarding Packet

Welcome to QCI Property Management's Vendor Network.

We are excited to partner with you to provide excellent service to our clients.

This packet includes the necessary forms and agreements to complete onboarding.

Please complete all sections and return to QCI Property Management.

Your Property, Our Priority – Together, we deliver results.

Service / Vendor Agreement

This Agreement is between Q.C.I. Property Management, LLC ('Company') and Vendor:

Vendor Name:

Vendor Address:

Effective Date:

Scope of Services (check all that apply):

Plumbing

Electrical

Landscaping

General Maintenance

Other

Authorization & Signatures

Q.C.I. Property Management, LLC

By: _____ Date: _____

Vendor / Contractor

By: _____ Date: _____

W-9 Request Form

As required by IRS regulations, please complete and submit Form W-9.

You can download the official IRS W-9 form here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Attach your completed W-9 when returning this packet to QCI Property Management.

Insurance Certificate Requirements

Vendors must provide proof of insurance before performing services:

- General Liability Insurance: Minimum \$1,000,000 per occurrence.
- Workers' Compensation: Required if vendor has employees.
- Proof of insurance must be updated annually.

Please send certificates to: info@qci-hi.com

Vendor Information Form

Business Name:

Primary Contact:

Phone Number:

Email Address:

Services Offered:

Emergency Contact:

Preferred Payment Method: ☐ ACH Transfer ☐ Mailed Check

Direct Deposit Authorization

Bank Name:

Routing Number:

Account Number:

Account Type: ☐ Checking ☐ Savings

I authorize Q.C.I. Property Management, LLC to initiate ACH deposits to the account above.

Signature: _____ Date: _____