

UPMC-Unified Property Management  
12620 FM 1960 Rd W Ste A4 PMB 214  
Houston, Texas 77065  
Phone: 281-477-7865 Fax: 281-715-5241  
<http://upmc-management.com/>

## **UPMC VENDOR PACKET**

All Vendors Conducting Work for UPMC Communities

UPMC believes in providing top-notch service to our customers. We strictly follow "Best Business Practices" as well as strive daily to live up to the current industry standards for Homeowner Association Management services. In providing these services, it is our responsibility to maintain accurate, up-to-date records and information for each and every Association we represent.

All vendors who engage in work with any association managed by UPMC will be required to complete this vendor packet. Please note, no invoices will be processed or paid until the UPMC Vendor Packet is completed and accepted.

## **VENDOR APPLICATION**

### *Instructions*

These below steps 1-5 must be completed, UPMC will not process invoices for payment until all required information is received. Please note there is a **\$50 Vendor** Set Up Fee that must be completed prior to any invoices being processed. Please make check payable to UPMC-Unified Property Management Co. LLC.

1. Current Certificate of Liability Insurance, "see attached requirements"  
*NOTE: The Association must be added as Additional Insured*
3. Copy of Contractor's License if Applicable
4. Completed W-9 (form attached)
5. Copy of executed Contract/Agreement (if available)

### Contact Information

Contact respective manager: Telephone Number and Mailing Address, e-mail if available

## **Submission**

Please provide all requested information to:

Mail: 12620 FM 1960 Rd W Ste A4 PMB 214 Houston, Texas 77065, Fax: 281-715-5241 -or- E-mail: [clientservices@upmc-management.com](mailto:clientservices@upmc-management.com).

## REMINDER

- ***UPMC may not sign any agreement or contract on behalf of an Association.***
- ***UPMC will not accept any certificates or packets that are not up-to-date or complete.***

If you have any questions, please contact UPMC.

Thank you for your cooperation.

"UPMC" Management Team

*"Building communities one door at a time"*

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Dear Contractor:

The Staff at UPMC work hard to ensure safety measures are taken to reduce the potential for liability. Therefore we are requesting the following Vendor Packet be completed and returned to UPMC.

In accordance with UPMC's policy, only contractors who have provided the information requested in this packet are to be utilized by Associations managed by UPMC. Payment for services may not be issued if the information requested is not received and recorded. Please ensure your vendor packet is complete and all insurance certificates requested with this application are enclosed. Upon receipt and approval of this packet you will be issued a vendor number for your records.

CERTIFICATE OF GENERAL LIABILITY:

\* (\$500,000 Bodily Injury & \$500,000 Property Damage or \$500,000 combined plus \$500,000 Personal Injury)

CERTIFICATE OF WORKERS COMPENSATION LIABILITY:

\* (\$100,000 each accident) EXCESS LIABILITY:

\* (\$1,000,000 Bodily Injury & Personal Damage combined) is preferred

CRIMINAL BACKGROUND CHECKS

\* All vendors and contractors must complete background checks on employees retained and engaged by the vendor and/or contractor to do work for UPMC on properties managed or overseen by UPMC or the Associations. Such background checks must be done pursuant to the requirements of the Fair Credit Reporting Act.

HOLD HARMLESS CERTIFICATE:

\* Please execute and return to our office with your completed application

We thank you in advance for your cooperation and look forward to working with you.

*"Building communities one door at a time"*

