

As you are aware, Farbman Group is a Real Estate Service Provider. As part of any good relationship, it is our desire to also offer you the services we provide. Even if you don't have any real estate needs currently, that could change in the future. To that extent we would appreciate an opportunity to serve as your real estate agent with respect to all of your real estate needs whether it be now or in the future. Please provide us with the following information letting us know if you would be willing to work with Farbman Group, should you have any real estate needs, including brokerage or construction.

**Please fill out both pages of this form entirely and send to vendorapp@farbman.com.
 Incomplete forms will not be processed.**

Would you be willing to consider offering Farbman Group the ability to bid on providing you with your real estate service needs, if there is an opportunity that presents itself? Yes No

Do you currently lease or own property? Own Lease

What type do you lease or own? (Office, Industrial, Retail, other)

How much square footage do you lease/own?

Where is your leased/owned property located?
 address

city _____ state _____ zip _____

If you lease, when does your lease (or leases) expire?

Please provide contact information for the person in your company who handles your real estate decisions.

Name: _____

Phone: _____

Email: _____

How many people do you have on your team that provide the services you want to perform for Farbman Group/Huntington Construction? _____

In addition to hand tools, what specialty equipment/vehicles and quantities of that does your company have on hand?

Is your company a diversity owned organization? Check all that apply.

Diversity Ownership:

Woman owned

Minority owned

Veteran owned

LGBT owned

Disable owned

Non-Applicable

APPROVED VENDOR APPLICATION

COMPANY INFORMATION	
Company Name:	
Address:	Description of product or services offered: *Please refer to the Vendor Category list (page 3)
City: State: Zip:	
Phone:	
Company's Website:	
Company Type:	
Date Business Started:	
Company Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> LLC <input type="checkbox"/> Other:	REFERENCES
Geographical Area(s) covered:	Name:
Union <input type="checkbox"/> Non-Union <input type="checkbox"/>	Company:
FEIN #: (W-9 form required)	Address:
Builders License #:	City: State: Zip:
Business Contact:	Phone:
Phone: Cell:	Email:
Email:	Name:
Accounts Payable Contact:	Company:
Phone:	Address:
Email:	City: State: Zip:
Bidding Contact:	Phone:
Phone:	Email:
Email:	
PRINCIPALS/OWNERS	
Name:	Do you offer payment discounts? <input type="checkbox"/> Yes <input type="checkbox"/> No
Title:	If yes, please specify:
Address:	
City: State: Zip:	
Work Phone:	
Cell Phone:	
Name:	
BANK REFERENCE	
Title:	Name:
Address:	Company:
City: State: Zip:	Address:
Work Phone:	City: State: Zip:
Cell Phone:	Phone:
	Account#:

AUTHORIZATION:

By signing below, I represent that the above information is true and correct; that I am authorized to make this application. Please allow 30 days for processing your application.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

I acknowledge and understand that if I am performing services at a property, I am working under the direction of Farbman Group as representative for the ownership of the property and not for Farbman Group or affiliates companies. While Farbman Group may process invoices for the owner, I will look solely to the property owner for payment and confirm and understand that Farbman Group is not the obligated party to this transaction PLEASE CHECK BOX AND INITIAL HERE _____

We acknowledge that we will not offer gifts of any kind, either through our organization or any individuals in our organization, personally, to any employee, contractor, or contracted staff member of Farbman Group and its related entities, at any time and that if it is found that any such gift of any value is offered, our contract will be null and void and no further amounts due. Further, we will no longer be allowed to do business with Farbman Group or related entities. PLEASE CHECK BOX AND INITIAL HERE _____

INSTRUCTIONS: Click on the submit button. This will open an email with the form attached. Alternately, you can go to FILE > SAVE and save a copy on your computer and attach to an email to vendorapp@farbman.com.

Vendor Categories

1	Access Systems	49	Indoor Climate Monitoring
2	Air duct Cleaning & Sanitizing	50	Infrared Testing
3	Air Quality Testing	51	Interior Plant Maintenance
4	Alarm Systems	52	IT Services
5	Architects & Space Planners	53	Janitorial
6	Asbestos, Lead Abatement	54	Landscaping/Snow Removal
7	Asphalt/Sealcoating	55	Land Surveyors
8	Audio/Video/Data Structure Wiring	56	Lawn Sprinklers
9	Awnings	57	Lighting Supplies
10	Blinds	58	Locksmiths
11	Blueprint Reproduction	59	Maintenance Supplies
12	Board Ups	60	Marble & Tile
13	Brick Tuckpointing/Masonry/Water-proofing	61	Mat Service
14	Building Safety & Engineering Consulting	62	Meter Reading
15	Carpentry	63	Moving, Installation & Storage
16	Carpet Cleaning	64	Painting/Wallcovering
17	Chimney Sweeps	65	Paper & Packaging
18	Commercial Water Treatment	66	Parking Lot Cleaning/Sweeping
19	Commercial Cooking Equipment Repair	67	Parking Lot Striping
20	Commercial Interiors	68	Partitions
21	Concrete	69	Pavers/Brick
22	Concrete Raising	70	Pest Control
23	Confined Space	71	Petroleum Service/Repair
24	Construction Equipment	72	Photography
25	Decorative Metal Refinishing	73	Plumbers
26	Demolition	74	Power Washing
27	Door Repair	75	Pollution Control
28	Commercial Door Hardware	76	Printing
29	Electrical	77	Promotional Products/Clothing
30	Electrical Engineers	78	Pumps/Pump Repair
31	Elevators	79	Radio Communications Equipment Sales & Service
32	Emergency Restoration	80	Roofing
33	Environmental Engineers	81	Security
34	Facility Assessment	82	Septic Tank Cleaning
35	Fence	83	Signs Exterior & Interior
36	Fire Protection	84	Steam Traps
37	Flag Poles	85	Telephone Systems
38	Floor Coverings	86	Towing Services
39	Furniture Restoration	87	Transformer Inspections
40	General Contractors	88	Tree Trimming
41	General Maintenance	89	Uniforms
42	Generator Repair	90	Uninterruptible Power Supply
43	Glass/Windows	91	Vibration/Mechanical
44	Grease Trap Service	92	Waste Removal
45	Grout Cleaning	93	Welding & Fabricating
46	Heat Transfer Fluids	94	Wildlife Control
47	HVAC	95	Window Cleaners
48	HVAC Filters/Supplies	96	Window Treatments
		97	Other - please specify

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2	Business name/disregarded entity name, if different from above.		
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.		
	<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		<i>(Applies to accounts maintained outside the United States.)</i>	
	5	Address (number, street, and apt. or suite no.). See instructions.		Requester's name and address (optional)
	6	City, state, and ZIP code		
7	List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number										
or										
Employer identification number										

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

OCCUPIED BUILDING RULES

What we bring to a partnership with you.

Farbman Group and related companies are pleased and appreciative of our valued vendors. We have the privilege of being able to provide work opportunities to what we believe are the best vendors. In most cases the work we perform is in occupied building and that provides challenges to getting work done timely while minimizing disruption to our tenant base. Due to this we are providing this contract to all approved vendors with rules that must be followed so that our other tenants can enjoy the use of their space and operate their businesses with minimal disruption when we are performing work near their space on the same floor, above or below.

THE FOLLOWING RULES MUST BE FOLLOWED BY ALL CONTRACTORS:

“Standard” Operating Hours of the building are 8:00 am thru 6:00 pm M-F.

Loud Work During “Standard Hours”: No work is to be performed in the building during the buildings "standard" operating hours that will be unduly disturbing to tenants occupying the building or which will preclude such tenants from productively using their space.: Each contractor is responsible for the adherence of all personnel under his direct and indirect supervision to the rules, regulations, and procedures outlined in this document throughout the entire execution of this project. Disregard of these policies by any of said parties will be deemed grounds for dismissal and will result in the removal of the offending parties/companies from the premises and project. ***The property will have the right to penalize the offending vendor \$500 for each occurrence of any egregious disregard of this rule, in our reasonable discretion.***

Elevator Use: Other than designated freight elevators, will not be used for moving of construction materials between the hours of 8:00 am to 6:00 p.m. without consent of Management.

- Contractors are responsible to provide adequate protection for the elevator i.e. plywood and pads, so as to avoid damage to cabs, doors, call stations, and all other elevator appurtenances.

Protection from Damage to the Building: Contractor’s will provide and maintain adequate protection for all existing building items and installations throughout the course of work. This includes all parking lots, sidewalks, walls, floors, carpets, furniture, fixtures, etc.

- No debris will be left for any length of time in occupied areas of the building or in areas regularly accessed by the public.
- All misc. waste items such as waste foods, milk and soft drink containers, etc. are to be removed from the project daily
- Contractors may use building lavatories, but must treat respectfully

Planned interruptions of building services: Must be planned through the Property Manager a minimum of two (2) days prior of any work requiring either the temporary or permanent shut off of any of the buildings utilities, i.e. water, gas, electric, telephone, etc. or testing/inspections of building systems i.e. fire alarm, sprinkler, etc. If it is necessary to contact the contractor will be responsible for all interactions with the involved utility provider.

Utility Connections/Tie-Ins: Tie-Ins/Required Contractors Access for utility connection including sanitary, water, venting or fresh air tie in is allowed with prior written approval Management and, if the connection point is located in another suite, the consent of the affected Tenant will be coordinated through the Property Management staff. Work shall take place during non-business hours or as mutually agreed to by the Tenants affected by the work.

Securing Areas Used: Contractor will be responsible for re-locking/securing any area made available for use, either via issued key or other means

- Stored materials will not be situated in any way to obstruct access to or use of the building or any of its facilities.

Conduct: Contractor is responsible for the assurance that all individuals pursuing the fulfillment of the contract for this project will conduct themselves in a proper and professional manner in relation to their assigned duties, the building, and its tenants.

- o Workmen are not to congregate in any occupied or public areas of the building for lunch, break, or any other reason other than the performance of work-related duties.
- o Radios will not be permitted in common areas of occupied floors and will only be permitted elsewhere to the extent that they do not cause a disturbance.

On-site Parking: Where available this will be allowed only in areas designated by Management. In no case will the extended blocking or obstruction of the building's entrances or loading dock be allowed.

All contractors performing work must sign below stating they have read and understand the Rules of the property.

Business name

Printed Contact Name

Phone Number

E-Mail

Signature

Date