VENDOR APPLICATION

Company name _____

Address _____

_____ _____
City Zip code

Owner(s) Name _____

Phone(s) _____

Main contact name and phone # _____

Email _____

Website _____

Year company established _____

Years in business in Arizona _____

Service area/travel radius _____

Average number of jobs per month _____

Signature _____

Print name _____

Date _____

LICENSE INFORMATION

What license(s) do you hold including type and expiration date

Number	Class	Expiration date
Number	Class	Expiration date
Number	Class	Expiration date

If your service does not require an ROC license, please list applicable license information.

Number	Class	Expiration date

INSURANCE:

All PORA Consumer Service Vendors must have liability insurance. Contact your insurance carrier and request a copy of your General Liability Insurance (COI) and Workers Compensation Insurance and send it to us. The box on the lower left of the COI: CERTIFICATE HOLDER should list: PORA, 13815 W. Camino del Sol, Sun City West, AZ 85375, 623-584-4288.

Ask your carrier to **fax the above information to 623-584-4253,** Attention: Marketing Department **OR e-mail to msmith@porascw.org**

The PORA Registered Service Mark (PORA logo) is the sole property of PORA and may not be used without written permission.

As a PORA Consumer Vender Services vendor, you hereby agree to hold harmless PORA, its officers, board members, volunteers and employees from any liability incurred (financial or otherwise, including attorneys; fees and decisions, instructions, transactions, or strategies involving said referrals).

CONSUMER VENDOR SERVICES LISTING

PRIMARY CATEGORY (included in your membership) _____

Brief description of your service:

_____

_____

_____

_____

ADDITIONAL CATEGORY ($25): _____

Brief description of your service:

_____

_____

_____

_____

ADDITIONAL CATEGORY ($25): _____

Brief description of your service:

_____

_____

_____

ADDITIONAL CATEGORY ($25): _____

Brief description of your service:

_____

_____

_____

SERVICES	COST	TOTAL
Annual Vendor Membership Fee (**Includes:** initial Consumer Service category listing, posting your business cards)	$150	
Consumer Services ***each*** extra category	$25	
Display of Business information larger than business card	$125	
PORA home page website listing	$150	
Each extra category listing on the home page website	$25	
URL listing on PORA Website	$150	
	TOTAL	

Prices subject to change.

*Vendor is responsible for checking if we have an adequate supply of cards and brochures.

REFERENCES *** PLEASE PRINT

PORA requires two (2) LOCAL clients, customers, suppliers that you have provided services for within the last three (3) months.

Name: _____

Phone: _____

Job that was completed:

_____

Name: _____

Phone: _____

Job that was completed:

_____

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Payment method _____ check _____ CC _____ cash

Name on card _____

Number _____ Exp date _____ Code _____

WELCOME TO PORA CONSUMER SERVICES

Thank you for your interest in becoming a vendor in PORA's robust vendor program. As a vendor your business service will be available to our members.

All vendors are vetted according to PORA guidelines. We do require and verify your information with a variety of sources: Arizona Registrar of Contractors, Arizona Attorney General's Office, AZ Dept of Ag. Pest management, AZ Corp. Commission, and Better Business Bureau, social media and your references provided.

In addition to being selected for the Consumer Services list, other opportunities to advertise your business and increase visibility are available as options. PORA HOME PAGE website listing. We hold a Vendor Expo in the Fall and Spring at which only our currently active vendors can take part. Affordable and technologically equipped room rental can be scheduled for meetings or presentations.

This membership is renewable on an annual basis. Additional fees will only be necessary if at any time you wish to change your stated listing categories, add categories.

If you choose to become one of our vendors, no matter your location, *you agree to travel to Sun City West at no added cost* to the client.

Your membership benefits include posting business cards and being listed in our Consumer Service database. PORA's membership comes from residents of Sun City West, Corte Bella and The Grand, and surrounding communities.

While PORA is selective about the vendors we feature, being included in our vendor guide, or featured in a blog post does NOT imply that PORA endorses, recommends, or favors that vendor.

- Vendor listings and sponsored posts are identified as paid content and are not personal recommendations or endorsements. The listing in the database is on a rotating basis that staff has no control of.
- PORA cannot guarantee the quality of vendors' products or their services. It is the responsibility of each user to do their own due diligence when hiring potential vendors to decide if they meet their needs.
- PORA will not be responsible for damages of any nature whatsoever resulting from the use of or reliance upon the list of featured vendors or the goods or services provided by the vendor.

What if a resident has a negative experience with a vendor from the PORA vendor list?

Should a written complaint be filed against a vendor, PORA will review that complaint. Depending upon the nature of the complaint, and our ability to speak with both parties, the vendor might be placed in an inactive status on our listing during review. If the vendor does not respond to the complaint, the vendor will be removed from the PORA Vendor program without refund.

PORA Vendor Services is not a legal review platform. If a resident has a negative experience with a vendor linked through our list, PORA's sole responsibility is to see that the vendor is made aware that the member has a problem. We then recommend that the parties communicate with each other. This will be the only time PORA will have any communication related to the dispute.

In the event of business fraud, PORA will suggest the resident contact the Better Business Bureau., Arizona Registrar of Contractor, and the Arizona Attorney General's office. *PORA will not be involved with any mitigation, negotiations, or settlements.*

PORA does not assume any liability arising out of the use of listed vendors or their products. We are not responsible for any errors or omissions and accept no liability for incidental or consequential damages arising from using any of the listed vendors or their products.

All information on this site is provided on an "as is" basis, and the user is solely responsible for his or her use of the information accessed or for any results or consequences of his or her use.

All PORA vendors must agree to:

- Maintain proper insurance and provide insurance certificates showing that proper coverage is in force.
- Maintain any licenses and/or other authorizations as required by law.
- Submit to a background check.
- Refrain from using the PORA name, service marks, logos, or trademarks of PORA without the express prior written consent of PORA.

All remediation and restoration contractors must agree to:

- Provide a 1-year warranty to your customer for the work performed.
- Promptly respond to and resolve customer complaints.
- Promptly notify the resident of changes in scope. The resident must be notified prior to doing any work that is over and above the work previously agreed upon.
- Complete all repairs/remediation accurately and timely.
- Provide added services as needed to correct any deficiency in your services at no added cost to the customer.

What PORA will do once a completed application is received:

- Review your application and provide you with a response.
- We may perform a periodic background check on the firm or principal owner if the decision has been made to add your firm to our database.
- We may provide your firm's name along with names of other firms as options for our residents if you are a contractor. We do not direct referrals; therefore, your relationship will be with the owner/resident.
- We may include your firm's name in the database accessible to our residents on www.porascw.org when you choose that service, and your vendor application is approved.
- We may conduct quality-control reviews of PORA claims provided and that action may result in removal from our vendor database. PORA reserves the right to remove your firm's name from our database at any time for any reason.

- At its sole discretion, PORA reserves the right to remove vendors at any time from the database without refund.
- Not all vendors may be accepted and added to our vendor database.
- Being added to our database does not imply or promise that you will receive work.
- Other than the initial listing fee, PORA does not receive any remuneration for vendor contracts or work and does not direct referrals.