

## **Vetted Business Application**

We welcome your interest in providing professional services to PNA Village members! We maintain a select list of Vendors, to which we refer frequently. If you join our list, you will gain exposure to potential new customers in the communities in which the Village operates, from Broadview to Wallingford. You will also be helping our members stay in their homes longer, which is a benefit to themselves and to the community at large!

Please review the following, then complete and return the application.

### **About the Village Business Referral Service**

The PNA Village Program empowers people to remain longer in their homes and neighborhoods as they age. As part of their Member benefit, the Village:

- Educates our members about what to expect when dealing with vendors in various service categories (e.g., plumbers charge a fee to come to the house)
- Provides references to members when they need a vendor.
- Helps members understand the pros and cons of using vendors who are/are not bonded and insured.
- Assists members, when requested, in evaluating bids.
- Solicits feedback from members on their satisfaction with vendors.

### **The Vetting Process**

For the services requested most often, the Village maintains a list of both bonded/insured and other vendors with valid business licenses. We investigate government sources, public and fee review websites, and customer referrals when evaluating a business for inclusion on our list, and we also want to know what makes each business a good fit for our Members.

We maintain Vendor Lists for the following specialties:

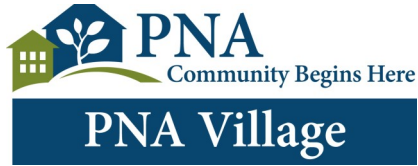
- Carpentry (including decks, fences)
- Computer Tech Support
- Downsizing (moving, organizing, hauling)
- Electrical
- General Contractor
- Handyman
- House Cleaning
- Landscape/Gardening
- Plumbing

If your category is full, we will be happy to keep your information and consider adding you in our next review cycle. We periodically review our approved vendors and may stop referring to you for a variety of reasons, including poor feedback from Members and changing Member needs.

It is our goal to respond to your application within 30 calendar days.

### **Questions?**

Please call (206) 789-1217 or email [village@phinneycenter.org](mailto:village@phinneycenter.org).



### Vetted Business Application Form

Business Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Business Address \_\_\_\_\_

How do you communicate with customers? Check and complete all that apply:

- Phone \_\_\_\_\_
- Text \_\_\_\_\_
- Email \_\_\_\_\_
- Website \_\_\_\_\_

What is your specialty:

- Carpentry (including decks, fences)
- Handyman
- Computer Tech Support
- House cleaning
- Downsizing (moving, organizing, hauling)
- Landscape/Gardening
- Electrical
- Plumbing
- General Contractor

Please describe your services. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What are your favorite types of jobs? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What makes you a good fit for our elder members? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please provide 3 customers from the past year, from North/Northwest Seattle if possible, who can act as references for you and your work:

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

What is your rate structure?

Fee for service     Time and materials     Fixed bid     Hourly rate     Other (please explain) \_\_\_\_\_

Forms of Payment:     Cash     Debit/Credit     Check     Other: \_\_\_\_\_

How do your rates compare to your competition? Please explain.

\_\_\_\_\_  
\_\_\_\_\_

Will you provide discounts or special offers to PNA Village Members?

Yes     No     Contact me to discuss ideas

If yes, please describe \_\_\_\_\_

How big is your company?     Myself     2-5     6-10     More than 10

Are you:     Licensed     Bonded     Insured

Do you outsource?     Yes     No    When do you disclose this? \_\_\_\_\_

Do you do background checks on all employees?     Yes     No

If so, how often? \_\_\_\_\_

\_\_\_\_\_  
Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

Questions? Call (206) 789-1217 or email [village@phinneycenter.org](mailto:village@phinneycenter.org)  
Return form via mail to: PNA Village, 525 N 85th St, Seattle, WA 98103