



Trinity Field Services, LLC
Trinity Appraisal Services, LLC
Trinity Inspection, Services, LLC

Dear Vendor,

Thank you for your interest in Trinity Real Estate Solutions, Inc. ("Trinity"). Trinity, through its divisions of Trinity Inspection Services, Trinity Field Services, and Trinity Appraisal Services, is an industry leader in providing top-quality specialty inspections, draw inspections, BPO's, and appraisal products with nationwide coverage. Our continued growth has created the need for additional vendors to help us keep up with this demand.

The following information outlines the benefits and requirements of becoming a Trinity-approved vendor. Upon notification and acceptance as an approved vendor, you will be responsible for adhering to the stated requirements.

Benefits

Vendors operate as sub-contractors and are *not* employees of Trinity. This means you set your own schedule and accept jobs from Trinity as long as you can meet the turn-time requirements and quality specific to each service. Other benefits include:

- Trinity advertises and markets to prospective clients for you.
- Trinity assists in scheduling assigned jobs and forwards the information to you.
- Trinity distributes work according to bids geographic area.
- User-friendly software
- Email notifications of potential inspection opportunities
- No invoicing required
- Friendly Trinity team members to assist with issues and concerns
- Partnership with an industry leader who truly cares

Requirements

- You will receive an email notification informing you of a potential job
- You have 4 hours in which to login and accept the job
- If access to the property is required, you must make contact immediately with the name provided on the order and schedule an appointment. If ANY problems arise, please call Trinity immediately at 1-888-573-8025.
- Prospective vendors are required to have an email account, internet access, cell phone, digital camera as well as reliable transportation.
- Worker's Compensation and Errors and Omissions insurance may be required depending on the service you provide.

Fees

Local market prices are used to set fees therefore, fees can vary slightly depending on location and service. Fees are determined by bids submitted from area vendors. Each inspector is required to submit a single bid for each area they cover along with a completed application and W-9. Multiple areas of coverage are acceptable. The area of coverage needs to be specified by service type, zip code and fee. Payment is processed between 21 and 30 days from the receipt of completed report and photos.



Code of Ethics

- Act with integrity, dignity and professionalism.
- Provide clear and truthful information when accepting or declining an assignment or updating the status of an order.
- Promote communication by quickly and accurately reporting any issues pertaining to an inspection.

How to Get Started

If you are interested in serving as a vendor for Trinity, please complete the application below and a W-9 form and submit them to Trinity via email inspector@trinityonline.com or fax to 1-888-573-8031.

A follow up email will be sent to you after the receipt and approval of your application.

Thank you for your interest in Trinity. We look forward to working with you.

Respectfully,

Jennifer Moss
Trinity Real Estate Solutions, Inc.
vendor@trinityinspection.com



Vendor Application

1. Please **COMPLETE** this form: **ONE** form needed for **EACH** individual (see next page)
2. Read and **SIGN** the agreement at the end of this form
3. Complete and attach a **W-9 Form** to the application
4. E-mail (vendor@trinityinspection.com) or fax (1-888-573-8031) the application, W-9 form, proof of E&O insurance to Trinity, and any required licensing.

(Check one)	<input type="checkbox"/> Self employed <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other		Tax ID or SSN: _____		
Vendor Name:	_____		Cell (required):	_____	
Business Name:	_____		Fax:	_____	
Address	_____		Office/ Other (required):	_____	
City:	_____		E-mail (required):	_____	
State:	_____		Zip Code:	_____	
Do you have E & O Insurance?		Yes No	If yes, Carrier Name		Exp. Date
Service Type:		License #		Expiration Date	
<input type="checkbox"/> Draw Inspection					
<input type="checkbox"/> Field Services					
<input type="checkbox"/> Property Preservation					
<input type="checkbox"/> Broker					
<input type="checkbox"/> Appraiser					
<input type="checkbox"/> Contractor					
<input type="checkbox"/> Home Inspector					
<input type="checkbox"/> FHA					
<input type="checkbox"/> 203k					
Use the table below to indicate the zip codes that you cover and the fees you will charge for inspections in each area. If more space is needed, please use a separate page.					
Zip Codes and Inspection Fees in Coverage Area					
Service Type	Zip Code	Inspection Fee	Service Type	Zip Code	Inspection Fee
Will you be assigning any Trinity work to another associate or subcontractor?			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain _____ _____		
Field Service, Bank, Mortgage Company, or other Industry Related References (REQUIRED)					
Company		Address		Telephone	
Minority Classification					
<input type="checkbox"/> African American		<input type="checkbox"/> Asian American		<input type="checkbox"/> Hispanic American	
<input type="checkbox"/> Indian American		<input type="checkbox"/> Native American		<input type="checkbox"/> Women Owned Business	
<input type="checkbox"/> None Apply					
Minority Business Registration #			Women Owned Business Registration #		
<input type="checkbox"/> I prefer to not answer these questions					

Do you speak a language other than English? If yes, what languages: _____

Have you ever been convicted of a felony? Yes No

Vendor Application

ACKNOWLEDGEMENT OF TERMS

The undersigned (“you”) certifies that:

- (a) You have read, understand and agree to the requirements as set forth in the Trinity Real Estate Solutions, Inc. (“Trinity”) application;
- (b) You are acting as an independent contractor and not as an employee of Trinity, and are responsible for payment of all taxes, unemployment insurance premiums, workers compensation insurance, FICA, *etc.*;
- (c) You shall not engage in any action or permit any inaction that might indicate to any third party that you are an agent, representative or employee of Trinity, including, but not limited to, placing any Trinity sign, logo, name or other marking on or around your business, vehicle, clothing or any other item;
- (d) You may be removed from Trinity’s approved vendor list for any reason without prior notification from Trinity;
- (e) You are responsible for maintaining appropriate automotive insurance, general liability, and errors and omission insurance at all times;
- (f) You have not been convicted of any criminal offense involving dishonesty, breach of trust, money laundering, or have agreed to enter into a pretrial diversion or similar program in connection with a prosecution for such offense.
- (g) You expressly acknowledge and agree that you are physically capable, having no physical restriction, to meet all physical requirements of work assigned such as, but not limited to, climbing stairs, ladders and walking on uneven ground.
- (h) You expressly acknowledge and agree that no agreement has been made with you or anyone on your behalf guaranteeing any volume of business and that you are a supplier of inspection services as and when desired by Trinity.
- (i) Trinity may at its discretion order a background check including your criminal history.
- (j) You are free to decline any assignment at any time at your sole discretion.
- (k) You are responsible for confirming the inspection information you submit is for the correct property.
- (l) Your photos must validate any credit given for construction progress on report and also demonstrate that the entire exterior and interior has been viewed, if applicable.
- (m) You understand photos submitted to Trinity may be used in marketing materials, such as brochures, sample reports, website design and other collateral.
- (n) You understand any reports and photos submitted are property of Trinity and may not be used by you in any form of marketing.
- (o) You will not state opinions on the quality or craftsmanship of the work.
- (p) You acknowledge that you have no present or prospective personal interest in any property you inspect or bias with respect to the participants in the transaction.
- (q) You specifically acknowledge that you are prohibited from directly or indirectly selling, loaning, renting, transferring, disclosing, conveying, or otherwise making available to any third parties any property owner or customer information provided or related to the inspection without the express prior written consent of Trinity.
- (r) You will not base either partially or completely, your analysis and/or opinion of percentage complete on the race, color, religion, sex, age, marital status, handicap, familial status, or national origin of the owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property or on any other basis prohibited by law.

Data Sharing & Confidentiality: Trinity and its customers may provide you with property owner information (*e.g.*, name, property address, phone number, and the fact that a customer ordered an inspection) in order for you to conduct an inspection. You agree to maintain the confidentiality of all property owner and customer information provided or related to the inspection and use it only for the purposes of providing the inspection services under this Agreement. You specifically acknowledge that you are prohibited from soliciting any services to property owner, builder or customer. You agree to handle all customer information consistent with Trinity’s privacy policy, available upon request, and applicable federal and state laws and regulations, including but not limited to Title V of the Gramm-Leach-Bliley Act (15 USC 6801 et seq.) and its implementing regulations (16 C.F.R. Part 313). You have read, understand, and agree to abide by the Terms of Use for our website. This agreement is under jurisdiction in the state of Texas for any action and governing conflict of law.

Signature _____ Date _____

4851 LBJ Freeway, Suite 410 Dallas, Texas 75244 * Phone: 888-573-8025 * Fax: 888-573-8027 * www.trinityonline.com