

<i>For HHA Use Only</i>
Vendor Number

VENDOR PROFILE FORM

Instructions:

- 1) Complete both pages (2) of this form electronically.
- 2) Print
- 3) Sign on page 2.
- 4) Attach a completed W-9.
- 5) Scan all documents and email to Purchasing@housingforhouston.com. See Page 2 for other submission options.

GENERAL BUSINESS INFORMATION

 Name of Business, Organization, or Name of Person (if payment is to an individual)

 Mailing Address for Payments

 City

 State

 Zip

 Telephone No.

 Fax No. (mandatory)

 Toll Free No.

 E-Mail Address (mandatory)

 How Long in Business

 Federal Employment Identification No.

 Business SIC Code

 President/General Manager

Type of Ownership:
 Corporation
 Sole Proprietorship

Partnership
 Limited Partnership
 Joint Proprietorship

Number of Employees: Regular (Full Time) _____

Part-Time _____

Account Contacts

Account Rep: _____

Phone: _____

E-Mail: _____

Invoice Matters: _____

Phone: _____

E-Mail: _____

Status (check all that apply)

- | | | | |
|-----------------------------|--|---|---|
| If Minority,
What Status | <input type="checkbox"/> Black American | <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Native American |
| | <input type="checkbox"/> Asian Indian American | <input type="checkbox"/> Asian Pacific American | <input type="checkbox"/> Hasidic Jew |
| | <input type="checkbox"/> MBE Certified | <input type="checkbox"/> Small Business | <input type="checkbox"/> Women-Owned Business |

Note: A completed W-9 must accompany this Form when you submit it to HHA.

Please use this space to list the product(s) or service(s) your company offers.
Please attach additional pages if necessary.

SIGN BELOW

Signature of Authorized Representative of Vendor

Date

The applicable terms and conditions that are referenced on HHA's purchase orders can be found at:
<http://www.housingforhouston.com/doing-business-with-hha/forms.aspx> .

HHA prefers that vendors return this form via email to Purchasing@housingforhouston.com. However, you may also return the form via the following methods:

Delivery
Houston Housing Authority
Procurement Department
2640 Fountain View Dr., Suite 408
Houston, TX 77057

Fax
(713) 260-0810

If you have questions, you may contact the Procurement Department at Purchasing@housingforhouston.com.

