



# New Customer Credit Application

Property Management - Commercial - Residential - Maintenance

_____		_____	
Company Name		Phone #	
_____		_____	
Address		Fax #	
_____		_____	
City, State, Zip	Accounts Payable Contact	Title	

### Business Facts

<input type="checkbox"/>	Proprietorship	Dunn & Bradstreet #	_____
<input type="checkbox"/>	Partnership	Federal I.D. #	_____
<input type="checkbox"/>	Corporation	State and Date of Incorporation	_____

Complete the following information for all Corporate Officers, General Partners, or an Individual Prcipietor: (if more than 3 exist, please attach separate sheet listing all.)

_____	_____	_____
Name and Title	Name and Title	Name and Title
_____	_____	_____
Home Address	Home Address	Home Address
_____	_____	_____
City, State, Zip	City, State, Zip	City, State, Zip
_____	_____	_____
Home Phone Number	Home Phone Number	Home Phone Number
_____	_____	_____
Social Security Number	Social Security Number	Social Security Number

### Credit References: (List 3 current local references)

Vendor	_____	On behalf of the company, I authorize the vendors listed to provide credit information to Potomac Floor Covering, Inc.
Phone #	_____	
Account #	_____	
Vendor	_____	Signature
Phone #	_____	_____
Account #	_____	Print your name here
Vendor	_____	_____
Phone #	_____	Date completed
Account #	_____	_____

## **TERMS AND CONDITIONS**

I/we certify that the above information is correct and complete and further understand that Seller will rely on this information for the extension of credit. Customer authorizes Seller at any time and from time to time to obtain Credit Reports on Customer or any individuals listed above or to obtain credit and funding information from other persons or entities listed above. Customer further agrees to supply such additional information as may be required by Seller to warrant the future extensions of credit or to enable Seller to perfect liens or to recover upon any bond issued.

All invoices are due upon receipt. Any invoice not paid within 30 days of invoice date will be considered past due. **Customer agrees to pay service charges of 11/2% interest per month on any invoice amount past due until paid, both before and after judgment, and further agrees to pay all costs incurred in collection of past due amounts, including reasonable attorney's fees in the event this account is placed with an attorney for suit.** Customer expressly agrees that the forum for any litigation pursuant to this Agreement or any other contract between Seller and Customer, whether suit is brought by Seller or Customer, shall be the County of Fairfax, Virginia. This Agreement shall be governed by and construed in accordance with the laws of Virginia.

Customer further agrees to pay all amounts due under this Agreement, including interest and cost of collection, for all labor and materials supplied on this account before Seller has received written notice closing this account mailed US Mail Certified Return Receipt Requested, no matter what person or entity ordered or used the labor and material supplied on this account and regardless of any change in the legal structure of Customer or the existence of entities or individuals legally distinct from Customer using or benefiting from the labor and materials supplied. In the event of such a change in legal structure or the existence of related entities or individuals, it is agreed that both the Customer and the related legal entities or individuals shall be obligated for all amounts due under this Agreement.

Customer agrees that all shipments to any one project shall be considered part of a specific continuing contract related to a single property. All waivers executed by Seller shall be effective only to the dollar amount of payments actually received. Customer agrees that Seller retains its mechanic's lien, payment bond or similar security rights for unpaid deliveries under any circumstances, regardless of what other documents have been presented to Seller for signature which may imply otherwise. Customer further agrees that Seller has the right to determine, in its sole discretion, how to apply payments and which invoices to pay with all payments received on this account, despite any advice to the contrary from Customer.

Seller may stop the manufacture or supply of any labor or materials when it, in its sole discretion, determines that Customer is in breach of this Agreement or any other contract with Seller, or Seller has insecurity with respect to Customer's creditworthiness, until payment is made and any dispute or insecurity has been resolved. Customer further agrees that Seller shall not, in any event, be responsible for any liquidated damages or other damages due to the delay of materials by the manufacturer or distributor, beyond Seller's control. Customer agrees to pay a reasonable storage fee if materials are stored in Seller's warehouse more than 60 days.

Applicant(s):

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**CREDIT APPLICATION NOT ACCEPTED WITHOUT APPROVAL OF SELLER'S CREDIT DEPARTMENT** The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington D.C. 20580.