

## Multi-Family Apartment Credit Application

Date \_\_\_\_\_

A signed facsimile of this application shall serve as an original.

**Return to:**  
**HVAC Sales & Supply Co., Inc.**  
 3940 Senator St.  
 Memphis, TN 38118  
 901-365-1137 Phone  
 901-794-9659 Fax

*Please complete all information. Blank fields may cause processing delays.*

**Complex Information:**

Apartment Name \_\_\_\_\_

Street Address \_\_\_\_\_ PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Website \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_ email: \_\_\_\_\_

Do you require the use of P.O.#'s    YES     NO

|                              |                   |  |
|------------------------------|-------------------|--|
| Will PO #'s be supplied via: | Office staff only |  |
|                              | Maintenance staff |  |
|                              | Both              |  |

**Management Company Information:**

Management Company Name \_\_\_\_\_

Street Address \_\_\_\_\_ PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Website \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_ email: \_\_\_\_\_

**Ownership Information:** (please check one)    Sole Ownership \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

**Principle(s) and/or Owner(s)**

Federal ID# \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Has any of the above ever been involved in a bankruptcy? Yes ( ) No ( ) If yes, please supply the following information:  
 Date \_\_\_\_\_ Where filed? \_\_\_\_\_ Disposition \_\_\_\_\_ What name? \_\_\_\_\_

**Trade References: (Where you have existing lines of credit)**

|            |             |             |             |
|------------|-------------|-------------|-------------|
| Name _____ | Acct# _____ | Fax # _____ | Phone _____ |
| Name _____ | Acct# _____ | Fax # _____ | Phone _____ |
| Name _____ | Acct# _____ | Fax # _____ | Phone _____ |

I/we hereby submit this application requesting credit (open account) and should credit be granted, agree to pay any and all amounts due plus interest charges on past due amounts at the rate of 1.75% per month (21% APR). (An account may be considered past due when any invoiced amount is one day past the due date as per the terms under which an open account has been established for you.) I hereby agree to pay all costs of collection plus reasonable attorney fees. Any changes i.e.: address, phone, officers, owners, authorized purchasers, status of any kind, must be reported in writing to HVAC Sales & Supply Co., Inc. immediately.

I have read and agree to HVAC Sales & Supply Co., Inc.'s terms and conditions.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

If agent, by signing you are attesting that you are authorized to sign/act on behalf of ownership.

## **HVAC Sales & Supply Co., Inc. Customer Terms and Policies**

The following policies, terms and conditions will apply on all purchases made from HVAC Sales & Supply Co., Inc. and may change at any time without notification.

### **Terms**

- Standard terms: Net 10th prox—All purchases through month close (25th) are due by the 10th of the following month.

### **Pricing**

- All prices are subject to change without notification unless HVAC Sales & Supply Co., Inc., has guaranteed price protection in writing.
- All written price protections shall specify the period of time the price protection remains in effect, but, in no event, shall price protection remain in effect for more than ninety (90) days, unless otherwise specified in writing.

### **Past Due Invoices**

- Any invoices not paid by the 25th of the corresponding month will serve to place that account in a past due status, and subsequently in default.
- All past due invoices are subject to a finance charge up to the maximum rate allowed by law.
- Customers who do not pay within terms, agree to reimburse HVAC Sales & Supply Co., Inc., for costs incurred in collection, including but not limited to, all reasonable attorney's fees and expenses, plus all court costs.

### **Damaged Goods**

- No claims for damage, defects, shortages, or for any other cause shall be valid unless made in writing and received by HVAC Sales & Supply Co., Inc., within 30 days of delivery of goods to you, or of the occurrence giving reason for a claim, whichever date is the later.
- If the goods are damaged or defective and the manufacturer acknowledges responsibility under its warranty or otherwise, HVAC Sales & Supply Co., Inc., shall (1) replace the damaged or defective goods from its inventory, if available, or (2) allow credit for the amount of the purchase price of the goods.
- In no event shall HVAC Sales & Supply Co., Inc., have any responsibility to you extend beyond the replacement of damaged or defective goods or beyond allowing credit for the amount of the purchase price of the goods.
- On shipments made directly to the customer from the manufacturer (direct shipments), the sale is complete and HVAC Sales & Supply Co., Inc.'s responsibility ends upon delivery to and receipt of the goods by a common carrier. Such shipments should be inspected by you before accepting delivery from the carrier. Damaged material, concealed or otherwise, must be reported to the carrier within 15 days of delivery or within the time allowed by the carrier, whichever is shorter. Claims must be filed promptly by the buyer with or without carrier's inspection.

### **Warranties**

- HVAC Sales & Supply Co., Inc. makes no express or implied warranties with respect to any goods sold. Except as stated above regarding "claims", your sole and exclusive remedy for breach of warranty or negligence by the manufacturer, if any, is against the manufacturer.
- All warranties, whether express or implied by operation of law or otherwise, including without limitation all implied warranties or merchantability and fitness for a particular purpose, are hereby excluded.
- HVAC Sales & Supply Co., Inc. shall not be liable, directly or indirectly, for any loss, cost damage or expense, arising directly or indirectly from the condition, operation or use of any goods sold.
- Any and all representations, promises, warranties or statements by HVAC Sales & Supply Co., Inc. employees and/or agents that differ in any way from the terms of this agreement shall be given no force or effect.

### **Cancelled/Returned Orders**

- Buyer shall be responsible for all expenses and/or charges incurred by or assessed against HVAC Sales & Supply Co., Inc. as a result of cancellation of any order placed with HVAC Sales & Supply Co., Inc. on the basis of seller's quotation.
- Items furnished by seller may not be returned without permission and must be in salable condition.
- Special materials may not be returned until authorized by the manufacturer and credit therefore is contingent upon that allowed by the manufacturer.
- Materials returned for convenience of buyer are subject to freight plus handling charges of 15%.

### **Sales Tax/Sales Tax Exemption**

- Any tax, including, but not limited to, sales, use and excise taxes on the sale or use of merchandise sold by HVAC Sales & Supply Co., Inc. must be paid by you and will be added to the amount due HVAC Sales & Supply Co., Inc. from each sale.
- HVAC Sales & Supply Co., Inc. will accept tax exemption certificates and exclude appropriate sales and use taxes from the invoice total provided that (1) you provide HVAC Sales & Supply Co., Inc. with a sales tax exemption certificate issued by your state that charges the particular tax in question, (2) your purchase is to be used for the same purpose the exemption certificate was granted by the state, (3) the name on the exemption certificate is your current legal name, and (4) the exemption certificate has not expired.
- A request by you for an exemption from tax constitutes your warranty that the exemption is justified and is your promise to indemnify, HVAC Sales & Supply Co., Inc. against all claims, liabilities and costs, including reasonable attorney's fees, that result from any attempt by a state or other governmental agency or authority to collect from HVAC Sales & Supply Co., Inc. taxes which HVAC Sales & Supply Co., Inc. did not charge and receive from you.