



VENDOR AGREEMENT

The undersigned agrees to the following conditions:

Insurance

- Vendors will carry Worker's Compensation and will fulfill the following requirements:
 - A) The vendor will notify their Worker's Compensation Company and request them to furnish RentWorks Property Management with an original endorsement of the policy listing Rentworks LLC as a holder
 - B) The vendor will furnish an original endorsement of all yearly renewals
 - C) The vendor will notify Rentworks Property Management if insurance company changes
- Vendors will carry a general liability insurance
 - A) Rentworks Property Management will not use vendors who do not carry general liability insurance and requests the vendor to carry a minimum of \$100,000 current general liability insurance
 - B) Vendors will supply an original endorsement of the current liability insurance policy
 - C) Vendors will furnish an original endorsement of all yearly renewals
 - D) Vendors will notify Rentworks Property Management if their insurance company changes.

Tax information

- Vendors will supply a copy of their W-9 to Rentworks.
- It is the responsibility of the vendor to notify Rentworks Property Management of any changes to their W-9.

Vendor Initial _____



Workmanship

- Vendors are required to provide a written estimate with before/after photos of each estimate
- Vendors will supply competent work and the vendor guarantees they will redo the work to the satisfaction of Rentworks Property Management if necessary, with no additional charges.
- Vendor may request job specification to clarify any obscure instruction/scope of work
- The work is on a “contract labor” basis and vendors understand that Rentworks property Management does not treat vendors as an employee.
- Vendor agrees as a condition of being a preferred vendor for Rentworks Property Management: anytime at a property to perform a estimate or repair vendor will take general photos of the home (exterior of front of house, living room area, kitchen, etc.) and report general condition of the home including if further inspection is suggested. This report should include any smells of smoke or visible signs of pets as well as any additional information vendor deems important.

Payment

- Vendors are to submit their invoices within 15 days after completion of work
- Vendors understand that RentWorks Property Management makes payment by check on a 30-day cycle and does not reimburse vendors immediately. (NET 30)
- Vendors are responsible for contacting Rentworks Property Management as soon as possible if they have an error or dispute with payment
- Vendors understand that Rentworks Property Management works for the owner of the property and the owner is responsible for the funds for the payment.

Vendor Initial _____



Occupied Units – Keys

- Vendors acknowledge that they will not be given access to keys for any unit that is occupied and work directly with tenant to determine a time that works best for them. If tenant requests a time that is outside of the normal business hours for the vendor, or is billed at a higher rate, vendor must get confirmation from the tenant, in writing, that they acknowledge that they (the tenant) will be charged for the markup rate

Vacant Units – Keys

- Vendors are to be responsible to Rentworks Property Management property keys
- Vendors are NOT to distribute keys obtained from Rentworks Property Management to any other party, including employees, tenants, or owners, unless otherwise directed or authorized by Rentworks Property Management.
- The Keys are to be returned to Rentworks Property Management promptly upon completion of work.

Tenants

- Vendors are to be courteous and professional with tenants.
- Vendors are to be dressed appropriately for work when meeting with tenants.
- Vendors are to clean up their work in/on the property.
- Vendors shall not smoke inside ANY Rentworks Property Management property.
- Vendors are NOT to enter any property where minors (under 18) are present without an adult.
- Vendors are NOT to make comments on repairs or the condition of the property to tenants.
- Vendors are NOT to discuss in detail the repairs with tenants.
- Vendors are NOT to make promises to tenant unless it is within the work order request.
- Vendors are to call Rentworks Property Management from the property if necessary to clarify the work or request permission to do additional maintenance they see is required related to the work order.
- If tenants request other work, the vendor is to instruct them to place a work order online through their tenant portal. The can call or email Rentworks Property Management to receive their login information.
- If tenants pose a threat, vendors are to immediately leave the property and notify Rentworks Property Management.

Vendor Initial _____



Disputes

- Vendors are to put all disputes with Rentworks Property Management in writing (email).

Drug-Free policy

- The undersigned vendor understands that Rentworks Property Management requires a drug-free policy with all personnel, vendors, and tenants.
- By signing the agreement, the undersigned vendor, its employees, and/or subcontractors commit to a drug-free policy when working on RentWorks Property Management managed properties and appointments with tenants.

I agree to the terms of the Vendor Agreement with Rentworks Property Management

Vendor Name: _____

Vendor Signature: _____ **Date:** _____

Vendor Initial _____