

Preferred Vendor Agreement for Real Property Management in Greenville, South Carolina

This agreement is established to formalize the business relationship between Real Property Management and the Undersigned Preferred Vendor (Sub-Contractor). The aim is to ensure a productive partnership with our business associates through documented agreements. Additionally, this agreement permits us to promote your services by listing your company as a Preferred Vendor on our website for the services you offer.

Policies and Procedures:

1. Provide your Federal Tax ID Number (TIN – Complete an IRS Form W9).
2. Submit copies of your Business Licensing, if applicable.
3. Provide copies of at least \$100,000 in General Liability Insurance with Real Property Management listed as Additionally Insured.
4. If mandated by law, provide a copy of your company's Workers Compensation Insurance or other necessary policies in your field.
5. Preferred Vendors must be reachable by phone and/or email within 24 hours.
6. Preferred Vendors may gain authorization from property managers to access homes via lockbox key. Safeguard the lockbox combination. Do not leave keyless deadbolts inside the home; return all keys to the lockbox.
7. No vendor should enter an occupied home without a resident over 18 present.
8. All work must be finalized within 5 business days unless otherwise arranged with the property manager or tenant.
9. Invoices must detail labor, materials, taxes, and permits with a valid Work Order number on each invoice.
10. Estimates are required for work orders exceeding \$250 unless prior approval is obtained. No repairs over \$250 should proceed without the Property Manager's consent.
11. Preferred Vendors must guarantee labor and materials for 90 days post completion and agree to rectify any faulty workmanship or material without charge.
12. Preferred Vendors are not permitted to discuss property conditions or repair approvals with tenants. Maintain a positive demeanor while on-site.
13. Only tasks outlined in the work order should be undertaken by Preferred Vendors. Additional repair items require approval from the Property Manager before

completion. Tenant requests on-site necessitate prior approval from the Property Manager.

14. Vendors should not discuss charge-back possibilities with tenants without guidance from the Property Manager.
15. Notify the Property Manager of any observed "preventative maintenance" needs while at the property (e.g., water leaks, faulty smoke alarms).
16. If shutting off power or water is necessary for work, inform the tenant.
17. Ensure the property is cleaned up before departure, removing all scrap materials and being mindful not to track dirt into the home. Return any moved tenant belongings upon completion.
18. Lock and secure any opened windows or doors and turn off all lights. If vacant, set AC thermostats to 78 degrees.
19. Preferred Vendors cannot charge for repair estimates or trip charges and may not subcontract approved work orders without written permission from Real Property Management.
20. To verify compliance with contracts and document projects, vendors must submit before and after photos of the work performed with each work order before payment is processed.

Billing Policies:

1. Submit invoices within 3 - 5 business days.
2. Send all estimates through appropriate software.
3. Invoices can be emailed to: **InvoiceRealProperty@gmail.com**.
4. Include Company Name, Mailing Address & Phone Number, Service address, date of service, and an itemized breakdown of material and labor for prompt payment.

Payment Policies:

- Expect payment within 5 - 30 days based on invoice submission time and fund availability. Checks are typically processed between the 5th and 20th of the following month.
- Invoices older than 90 days will not be paid to avoid delays and inconvenience.

Indemnification by Preferred Vendor:

The Preferred Vendor agrees to indemnify and hold harmless Real Property Management, its individual representatives, agents, and employees against any claims related to workmanship or contractual obligations, including attorney fees incurred in defense of such claims.

Controlled Business Arrangement:

This agreement solidifies the business relationship between Real Property Management in Greenville, SC, and the Preferred Vendor. The undersigned Preferred Vendor will benefit from advertising on our website and priority in work order assignments for managed properties and referrals.

All estimates should reflect fair market retail value without discounts.

In exchange, the undersigned agrees to a 10% discounted invoice as outlined in examples provided within this agreement.

By signing below, both parties acknowledge their acceptance and understanding of the terms outlined in this Preferred Vendor Agreement.

Real Property Management Business Arrangement Agreement

This agreement will establish the official business relationship between Real Property Management and the Preferred Vendor identified below. Real Property Management will designate the undersigned as one of our Preferred Vendors for services provided. This includes promotional opportunities on our platform, as well as priority consideration for property management tasks and client referrals.

Pricing Policy: All service estimates must reflect the current market rates without any applied discounts.

In return, the undersigned agrees to a 10% discounted rate on their invoices.

Invoice Example with Tax: If the Preferred Vendor invoices Real Property Management \$100.00 for completed services, including \$8.25 in tax, the total amount will be \$108.25. Real Property Management will apply the 10% discount to the subtotal, resulting in a payment of \$98.25.

Calculation Breakdown: $\$100.00 - 10\% = \$90.00 + \$8.25 \text{ (tax)} = \98.25

Invoice Example without Tax: If the Preferred Vendor invoices Real Property Management a flat fee of \$100.00 without tax, Real Property Management will apply the 10% discount, resulting in a payment of \$90.00.

Calculation Breakdown: $\$100.00 - 10\% = \90.00

By signing and dating below, you acknowledge your understanding of the
aforementioned terms.

NOTES: Business: _____

Tax ID: _____

Name of Vendor Point of Contact: _____

Mailing Address: _____

Signature of Vendor _____

Point of Contact or Business Owner: _____ Date: _____

Real Property Management Representative: _____ Date: _____