

## **PREFERRED VENDOR AGREEMENT**

This agreement is being put into place to solidify our controlled business arrangement with RE Solutions XV and the Undersigned Preferred Vendor (Sub-Contractor). It is our intent to ensure a quality working relationship with our business partners by having written agreements in place. This agreement will also allow us to further advertise your services by placing your company on our website as a **Preferred Vendor** for your scope of services.

### **Policies and Procedures:**

1. Provide your Federal Tax ID Number (TIN – Complete an IRS Form W 9).
2. Provide copies of your Business Licensing if applicable.
3. Provide copies of at least \$100,000 in General Liability Insurance showing RE Solutions XV LLC as Additionally Insured.
4. If required by law, provide us a copy of your company's Workers Compensation Insurance or other specialty policies required in your industry.
5. All preferred vendors need to be accessible by phone and / or email within a 24-hour period.
6. Preferred Vendors may receive authorization from the property manager to enter home via lockbox key. This lockbox combination needs to be safeguarded wherever possible. *Do Not Lock the Keyless Deadbolts Inside the Home!*
7. No vendor will enter an occupied home without a resident over the age of 18 being present.
8. All work must be completed within 5 business days unless otherwise arranged with the property manager and / or tenant.
9. All invoices must contain detailed billing for labor, materials, taxes and permits. A valid Work Order number must be on each invoice. Invoice must also include vendors opinion on reason for repair (normal wear & tear, age, or negligence by tenant) and pictures for verification.
10. Estimates will be required for any work order costing more than \$400.00 unless otherwise authorized prior to work beginning.

### **No repairs will be made that exceed \$400.00 without prior approval from the Property Manager.**

11. Preferred Vendors must warrant their labor and materials for 90 days after satisfactory completion and will further agree to repair or replace any defective workmanship or material without cost.
12. Preferred Vendors are not allowed to discuss property conditions or repair approval with the tenant. A positive attitude must be portrayed at all times while at home!

13. Preferred Vendors agree that only work described on the work order is to be completed. The Property Manager must approve any additional repair items needed prior to completion. On site tenant requests must not be honored without prior approval from the Property Manager.
14. While at the property, please inform the Property Manager of any “preventative maintenance” needs (i.e. - water leaks, dripping faucets, or faulty smoke alarms, etc.) or possible lease violations noticed (i.e. - disruptive or aggressive pets, pet odors, damage to property, smoking in property, illegal activity, ect.).
15. If it is necessary to turn off power or water to perform the work - notify the tenant.
16. Clean up before leaving the property. Remove all scrap materials. Be conscious of tracking mud, dirt or grease into the home. If a tenant’s belongings need to be moved, return them when complete.
17. Make sure any windows or doors you open are appropriately locked and secured. Ensure all lights are turned off. If vacant, leave the AC thermostats at 78 degrees.
18. Preferred Vendors may not charge for estimates for repairs and Preferred Vendors may not further sub-contract out approved work orders without the written permission of RE Solutions XV LLC.
19. Take before, during and after pictures of all work completed or estimates provided.
20. **Billing Policies:**
  1. Turn in your invoice within 3 - 5 business days.
  2. You may email the invoice and pictures to: [invoices@resolutionsxv.com](mailto:invoices@resolutionsxv.com)
  3. To assure prompt payment - the invoice needs to include the following:
    - Company Name, Mailing Address & Phone Number.
    - Service address and date of service.
    - Itemized breakdown of material and labor.
21. **Payment Policies:**
  - Expect payment within 5 - 30 days depending on the time of month your invoice is submitted and availability of funds. Electronic payments are made frequently during the week and checks are cut and mailed once per week.
  - We will send frequent follow-up emails on work orders and missing invoices within 60 days of work order submission. Invoices after those 60 days may not be approved or paid by the owner. Please stay on top of your invoicing.

**INDEMNIFICATION BY Preferred Vendor:**

**PREFERRED VENDOR EXPRESSLY AGREES TO INDEMNIFY AND HOLD HARMLESS RE SOLUTIONS XV LLC, AND ALL EMPLOYEES, AGENTS, REPRESENTATIVES OF RE SOLUTIONS XV LLC (HEREINAFTER “RESXV”) FROM ANY AND ALL CLAIMS, INCLUDING ATTORNEY FEES INCURRED IN DEFENSE OF ANY CLAIM THAT MAY BE ASSERTED AGAINST RESXV THAT RELATES TO THE WORKMANSHIP OR CONTRACTUAL OBLIGATIONS OF ANY CLAIMS BEING BROUGHT BY OR THROUGH ANY PERSON THAT ASSERTS ANY CLAIMS. PREFERRED VENDOR EXPRESSLY AGREES THAT RESXV MAY HIRE ITS OWN COUNSEL IN DEFENSE OF ANY CLAIM AND THAT PREFERRED VENDOR AGREES TO INDEMNIFY RESXV AGAINST, (1) ANY DAMAGE AWARD WHICH IS ENTERED AGAINST RENTWERX; (2) ALL ATTORNEY FEES INCURRED IN DEFENSE OF ANY CLAIM ASSERTED BY A CLAIM AGAINST THE PREFERRED VENDOR, WHETHER SAID CLAIM RESULTS IN A JUDGMENT, SETTLEMENT OR DISMISS**

# Controlled Business Arrangement

This agreement will outline the approved business agreement between RE Solutions XV LLC and the Preferred Vendor listed below.

By signing and dating below you hereby acknowledge your understanding of the above guidelines.

Business: \_\_\_\_\_

Name of Vendor Point of Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Work Order Email: \_\_\_\_\_

Vendor payments will be done by,

\_\_\_\_\_ ACH deposit into the banking information provided below (**if selected, fill out Section 1**), or

\_\_\_\_\_ By Check mailed to the address listed above.

Note: Checks are mailed out on the 8th of each month for all unpaid invoices. ACH payments are done on a weekly basis.

## SECTION 1

\_\_\_\_\_ I hereby authorize RE Solutions XV LLC to deposit any amounts owed to me, by initiating credit entries to my account at the financial institution indicated on this form.

Bank Name	Account Type	Routing Number	Account Number

\_\_\_\_\_  
Signature of Vendor Point of Contact or Business Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
RE Solutions XV LLC

\_\_\_\_\_  
Date

Do you require a Form 1099-NEC at the end of year? \_\_\_ Yes \_\_\_ No

If Yes, fill out the information below.

If No, leave blank.

Send copy of Insurance to [invoices@resolutionsxv.com](mailto:invoices@resolutionsxv.com) with subject "Vendor Insurance"

## ***IMPORTANT TAX INFORMATION***

**The following items need to be completed exactly as they would appear on your tax filing documents. This information will be verified at the end of each year through a secure form sent to all 1099 recipients as to provide the IRS correct information and not incur any penalties.**

Name: \_\_\_\_\_

(As shown on your income tax return)

Business Name/Disregarded entity Name: \_\_\_\_\_

(If different from above)

Tax Classification of the person whose name is above:

\_\_\_ Individual/Sole proprietor or Single member LLC

\_\_\_ C Corporation

\_\_\_ S Corporation

\_\_\_ Partnership

\_\_\_ Trust/Estate

\_\_\_ Limited Liability Company.

Enter the tax classification (C = C Corporation, S = S Corporation, P = Partnership) \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

## **Taxpayer Identification Number (TIN)**

The TIN provided must match the name given above to avoid backup withholding. For individuals, this is generally your social security number. For other entities, it is your employer identification number.

Social Security Number: \_\_\_\_\_

***or***

Employer Identification Number: \_\_\_\_\_

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Signature / Date

Attach copy of insurance and license (if license is required for your trade):

Note: RE Solutions XV LLC should be listed as Certificate Holder on insurance with the following information. This can be provided by your insurance agent but a blank copy of your insurance can be uploaded in the meantime.

RE Solutions XV LLC  
Residential Real Estate and Property Management  
10730 Potranco Rd  
San Antonio TX 78251