

365 Realty Group, Inc.  
365 Property Management  
24123 Peachland Blvd. Ste. C-4 #109 Port Charlotte, FL 33954  
941-500-4511

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## VENDOR PACKAGE

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In order to comply with IRS regulations and with our Company Policy Manual, all vendors who perform services for rental properties managed by 365 Property Management or properties for sale/lease listed by 365 Realty Group, Inc. are required to provide all of the documents on this checklist. We cannot issue payment until we have received ALL of these current, completed forms:

- Vendor Agreement
- W-9 Form
- Proof of Worker's Comp. or Exemption
- Copy of Business License, if required
- Copy of Insurance Stating 365 Realty Group, Inc. d/b/a 365 Property Management as Additionally Insured

Once you have returned these forms, you will be added to our Preferred Vendor list. This list is used by our Management Division as well as our Sales Division. It is in your best interest to complete and return these forms prior to accepting a work order from any of our Property Managers or Agents. We *value* the work provided by our Vendors and look forward to a mutually beneficial working relationship.

Please read the Vendor Agreement carefully. We are asking you to commit to certain standards when performing work on any of our rental/sale units and we want to be sure you are in full agreement with our expectations of your service standards and interaction with our resident tenants.

**PLEASE DO NOT INFORM OUR TENANTS OF WORK PERFORMED, PRICES OF SUCH WORK, OF ANY FURTHER WORK THAT MAY NEED TO BE PERFORMED OR ANY TYPE OF DAMAGE YOU MAY FIND TO THE RENTAL UNIT. That type of information should be shared only with the Agent ordering your services or the Repair Coordinator whom might also order repairs for our Property Managers.**

If you have any questions about this agreement, please feel free to call us. We really love to build rapport with vendors and don't like to change it up often!

Sincerely, 365 Realty Group, Inc. and 365 Property Management

365 Realty Group, Inc.  
365 Property Management

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**VENDOR INFORMATION FORM & LIABILITY WAIVER**

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This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and Between, 365 Realty Group, Inc. and 365 Property Management, hereinafter called BROKER, and \_\_\_\_\_ Legal Company Name of VENDOR.

**Areas of Service-Please check beside areas**

- Hernando                       DeSoto                       Manatee                       Sarasota
- Citrus                               W. Pasco                       Charlotte
- N. Hillsborough               Polk                               E. Pasco
- S. Hillsborough               Hardee

Additional areas of service: \_\_\_\_\_

Services provided: \_\_\_\_\_

Do you give free estimates? \_\_\_\_\_ Do you have a minimum service charge on all calls? \_\_\_\_\_

Vendor's complete address: \_\_\_\_\_

Vendor's email: \_\_\_\_\_

Vendor office phone: \_\_\_\_\_ Vendor cell phone \_\_\_\_\_

Vendor's Federal Tax ID# or Social Security # : \_\_\_\_\_

Type of entity:     Corporation                       Partnership                       Sole Proprietor

Business License Number(s): \_\_\_\_\_

Liability Insurance Carrier: \_\_\_\_\_

Worker's Comp. Insurance carrier or exemption: \_\_\_\_\_

Policy Number(s): \_\_\_\_\_

VENDOR agrees that BROKER has no ownership interest in the managed property that BROKER manages or has listed for sale, we work for our investors/owners. VENDOR agrees that BROKER is the agent of the respective owners of the properties. VENDOR agrees to hold BROKER, its employees, agents, and assigns harmless for the failure of a property owner to pay for services, supplies, parts, materials, and/or labor ordered by owner and/or BROKER on behalf of or at the request of an owner. VENDOR agrees that they shall do no other work on the property other than that which is specifically ordered and approved by owner, agent, and/or BROKER. VENDOR understands and agrees that the TENANT(S) have NO AUTHORITY whatsoever to order any work to be done on the property. VENDOR ACKNOWLEDGES AND AGREES NOT TO DISCUSS THE NATURE OF REPAIRS ORDERED, THE RESULTS OF VENDOR'S SERVICE CALL OR ANY ADDITIONAL FINDINGS OR NEEDS THAT VENDOR MAY FIND WHILE AT THE PROPERTY WITH THE TENANT(S). VENDOR WILL REPORT ALL FINDINGS OR SUGGESTIONS ONLY TO THE BROKER'S AGENT, THE OWNER OR THE REPRESENTATIVE THAT ORDERED THE VENDORS SERVICES. \_\_\_\_\_(Initials)

Vendors must turn in invoices within 60 days for payment. It is your responsibility to confirm we have received your invoices, especially if you have not received payments after 30 full days. Invoices submitted exceptionally late will result in your company being removed from our preferred vendors list. \_\_\_\_\_ (Initials)

If a permit is required for a repair by the county in which VENDOR is doing the repair, VENDOR must notify the management company, so the owner can be notified, or the permit cost must be included by line item in the bid. If a license is required by the county/state to do the line of work in which VENDOR will be performing such as electrical, plumbing or any repairs totaling over \$1000, VENDOR must include a copy of their certification, contractor's information or proof of licensure.

VENDOR agrees and affirms that it carries the proper liability/worker comp insurance, licenses, and permits necessary to legally carry out the requested services and agrees to hold BROKER, its employees, agents, and assigns harmless for any injuries suffered by or damages suffered by VENDOR, its employees, agents, and/or assigns arising out of performance of the requested services. VENDOR agrees to look solely to the owner of the property where the services are performed in the event of any dispute over funds owed for services performed.

VENDOR understands that although it is our goal to pay a vendor's invoice within 2 weeks, there may be times in which said invoices may take up to 30-45 days to pay. If such invoices totaled a dollar amount larger than the balance in which an owner has funds in his operating account, it may be necessary to wait until the tenant of that property pays rent to have the available funds needed to pay the total invoice. We will always try to pay as quickly as possible and strive to keep a good name in the community and excellent relationships with our vendors. We really appreciate your patience and decision to come on board with us.

EXECUTED this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_.

VENDORS Signature: \_\_\_\_\_ (2 initials above)

The work we do  DOES OR  DOES NOT require licensure. (Please check one)

Copies of proof of licensure/certification provided:  YES OR  NO OR  N/A

OFFICE USE ONLY::: \_\_\_\_\_ Name of agent that entered vendor into system (verified/attached in B)