



Vendor Agreement

Requirements:

1. Provide a completed IRS W-9 with your federal tax ID number (TIN), legal name, and address.
2. Provide copies of your Business Licensing and all certifications (EPA, Mold, etc).
3. Provide copies of at least \$1,000,000 in General Liability Insurance showing Nailed It Services, LLC. as Additionally Insured. Address: PO Box 3809 Carmel, IN 46082

Policies and Procedures:

1. All Vendors must be accessible by phone and/or email during regular business operating hours.
2. Vendors will receive entry instructions and/or keys to access the property. Please safeguard these keys and codes at all times. Always place the key back in the lockbox after using it to lock and unlock the door. If it is a Digital lock, please make sure it is locked before leaving.
3. If the home is occupied, please contact Tenant within 1 business day to arrange your visit. If you cannot contact them or they refuse to cooperate, please contact us for assistance. As a courtesy, please call or text the tenant before arrival.
4. Vendors will not enter an occupied home without a resident 18 years of age or older being present.

5. All work should be completed within **7** business days unless otherwise arranged with the Property Manager and/or Tenant. Emergency work should start the same business day, no later than next.

6. Vendors must warrant their labor and materials for at least 1 year after satisfactory completion and will further agree to repair or replace any defective workmanship or material without cost. If a warranty call is needed and the vendor does not fix the issue or can not fix the issue, Nailed It Services will have the right to debit the vendor on any open invoice. If no open invoice is available, then Nailed It Services will send the vendor a bill to correct the issue.

7. The vendor agrees to complete the scope of work as described on the work order. The manager must approve any additional repair items needed prior to completion. On-site Tenant requests must not be honored without prior approval.

8. While at the property, please inform the Manager of any “preventative maintenance” needs you notice, such as water leaks, dripping faucets, faulty smoke alarms, etc. Report any unusual Tenant activity or damage to the property. Do not address with tenant while on site. Report back to the manager after service is performed.

9. Please respect and take proper care of the physical and personal property at the home. 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 the move is complete.

10. Upon leaving, Vendors must secure property. This includes setting alarms (if present), closing and locking all windows and doors, ensuring all lights are turned off, and setting HVAC systems to appropriate levels. Note: If vacant, leave the AC set to 70 degrees and the heat set to 60 degrees.

11. Vendors may not charge for repair estimates and may not further subcontract approved work orders without the Manager's permission.

Billing Policies:

1. Immediately invoice upon completion.

2. Submit invoices, pictures, and any other relevant information via email or your vendor portal. Before and after pictures are required unless specifically exempted by the manager.

3. To ensure prompt payment, the invoice must include the following: a. Company name b. Service address, service date, work order number c. Detailed explanation of work completed, including i. Itemized breakdown of labor and material ii. Any notes or condition issues (i.e., cause of problem), iii. If any follow-up work is needed.

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

Business: Tax ID:

Name of Vendor Point of Contact:

Mailing Address:

EPA Lead Certification: Yes or No (Certification)

Number: _____ Expiration Date: _____

General License Type(s) and

Number(s): _____

Signature of Vendor Point of Contact or Business Owner

Date:

Breandan Conley Nailed It Services LLC

Date: