



PINK DOOR MANAGEMENT

RELAX, WE'LL WATCH YOUR INVESTMENT FOR YOU

PREFERRED CONTRACTOR PARTNERSHIP AGREEMENT

Contractors who are approved by Pink Door Management (PDM) to provide services on behalf of property owners to the properties managed by PDM hereby agree to and understand the following:

- 1.** Both parties understand that PDM is acting only as an agent for the owner of the property. The Broker has no liability for payment. Contractor understands that property owner has sole liability for payment.
- 2.** In order to be paid, an invoice must be submitted ELECTRONICALLY with the following information:
 - a.** Invoice number;
 - b.** Date the service was performed;
 - c.** Contractor company name and payment mailing address;
 - d.** Job site address: include street name and number and unit number;
 - e.** If there are more than two job orders for the same property; please separate the items/cost by unit;
 - f.** A detailed description of service performed;
- 3.** Contractor understands that tenants are not authorized to order services.
 - a.** All requests for service must come from PDM.
 - b.** Any oddities need to be reported to PDM immediately.
 - c.** Including such items as noticeable repairs needed, broken items, inaccessible due to large quantities of stuff & furnishings, smoke smell inside, pets in a non-pet property or pests.
- 4.** Contractor agrees to complete and return the attached W-9. Payment cannot be made without a valid W-9.
- 5.** Contractor agrees to provide a copy of their General Liability Insurance (\$1,000,000 per Occurrence) and Workers Compensation Insurance or exemption. Payment cannot be made without verification of insurance.
- 6.** Contractor must submit a written bid for all major repairs (anything over \$200). Work will not be contracted until bid is approved by our office in writing. Oral bids/oral approval are not accepted.
- 7.** PDM agrees to process payments as quickly as possible, but are agreed to be a Net 30 unless otherwise agreed. PDM is strictly prohibited to pay invoices from any other funds besides those of the property owner. Currently Invoices received by the 9th of each month are paid out on the 10th for an arrival by mail/ACH by the 15th.

8. Contractor will furnish all tools, equipment and supplies to accomplish the agreed work.
9. Contractor has sole right and responsibility to hire, supervise all details of work and fire any of his/her employees or assistants. PDM shall have complete right and obligation to control and determine quality of work in process and at final inspection, on behalf of property owner. Communication regarding quality of work shall be directed to Contractor.
10. Contractor will be doing work that is NOT the regular and usual occupation of PDM. Contractor is solely and completely responsible for complying with all Federal, State and local laws and regulations. Contractor is solely and completely responsible for all taxes relating to his company including owner's partners or officers and all employees or assistants regardless of status or type of occupation or skill.
11. Contractor has sole and complete responsibility and liability for incidents or accidents in or on the premises or on the way to the job or leaving the job. Responsibility shall be evidenced by complying with Worker's Compensation procedures or certifying that Contractor will be the only worker on these jobs and will not use any employees/assistants in performing agreed work for PDM.

Contractor Name/ DBA

Name: _____

Signature: _____ Date: _____

By: Pink Door Management
/Scates Realty & Investment Properties, Inc.

Signature: _____ Date: _____