



Vendor Registration Requirements and Documentation Submission

Dear Vendors,

Greetings from Rental Property Pros! We appreciate your interest in providing services for the properties under our management. To ensure compliance with our policies, as well as state regulations and our Errors & Omissions (E&O) insurance requirements, we kindly request that you submit the following documents promptly. Failure to do so may result in delayed payment for services rendered.

1. Vendor Agreement
2. W-9 Form
3. Copy of your Business License
4. Copy of your Certificate of Insurance, including proof of Workers' Compensation Insurance

These documents are essential for our records and are necessary to meet the standards set by our E&O policy. Your cooperation in completing this process will help establish a smooth working relationship between us.

Please review the attached Vendor Agreement carefully, as it outlines the standards and expectations we uphold for service providers working on our rental units. We require your commitment to these standards to ensure the satisfaction of both property managers and the parties they represent.

Kindly forward the required documents via mail or email at your earliest convenience. If these documents are not received by the time we receive your initial invoice, we regret to inform you that payment will be withheld until the necessary documentation is provided.

Thank you for your understanding and cooperation. We value the important role you play in maintaining the properties we manage and look forward to a mutually beneficial partnership.

Best regards,

Rental Property Pros



VENDOR INFORMATION FORM & LIABILITY WAIVER

This agreement is made this ____ day of _____, 20____, by and between, the Property Management Division of Rental Property Pros, hereinafter called BROKER, and _____, Legal Company name of Vendor.

Area(s) where your service is offered : San Antonio Cibolo Universal City
 Selma Windcrest Helotes New Braunfels Austin (please check all that apply)

Vendor's Complete Address:

Vendor Phone: (_____) _____ - _____

Vendor's Federal Tax ID# OR Social Security #: _____

Type of Entity: CORPORATION PARTNERSHIP SOLE PROPRIETOR

Business License Copy Attached

Certificate of Insurance Copy Attached

Worker's Comp Insurance Copy Attached

VENDOR agrees that BROKER has no ownership interest in the managed property that BROKER manages for investor owners. VENDOR agrees that BROKER is the agent of the respective owners of the managed 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 owner. VENDOR agrees that they shall do no other work on the property other than that which is specifically ordered and approved by owner and/or BROKER. VENDOR understands and agrees that the TENANT(s) have no authority whatsoever to order any work to be done on the premises.



VENDOR agrees not to discuss the nature of repairs ordered or the results of their service call with the TENANT, but to report all findings to the BROKER'S agent or the owner, if applicable.

1. You will respond to the person ordering your service within the day ordered or the following morning and be available to go to the property for the repair within 48 hours.
2. You will be prepared to show identification to the Tenant upon entering a unit.
3. You will not park in the driveway in case your vehicle is leaking fluids that may stain.
4. You will not discuss your opinions of the repair status of any appliance or system or fixture with the tenants, only with the Property Manager.
5. You will be courteous and politely spoken at all times when on the property.
6. You will not use the radio or TV of the tenants while at the property.

VENDOR agrees and affirms that it carries the proper 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 premises where the services are performed in the event of any dispute over funds owed for services performed.

EXECUTED this _____ day of _____, 20 _____.

Vendor's Signature: _____