



T&H Realty Services, Inc.  
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Phone: 317-255-7767  
Fax: 885-475-1292  
Vendor Email: [ap@threaltyinc.com](mailto:ap@threaltyinc.com)

## **Preferred Vendor Agreement v1.1**

This agreement is being put into place to solidify our controlled business arrangement with T&H Realty Services, Inc (Manager). and the Undersigned Preferred Vendor (Vendor). It is our intent to ensure a quality working relationship with our business partners by having written agreements in place.

### **Requirements:**

1. Provide completed IRS W-9 for your federal Tax ID number (TIN), legal name and address.
2. Provide copies of your Business Licensing if applicable.
3. Provide copies of at least \$1,000,000 in General Liability Insurance showing T&H Realty Services, Inc. as Additionally Insured.
4. Provide us a copy of your company's Workers Compensation Insurance or Indiana State Waiver.

### **Policies and Procedures:**

1. All Vendors need to be **accessible by phone and/or email** during normal business operating hours.
2. Vendors will receive entry instructions and/or keys to access property. At all times, please **safeguard these keys and codes.**
3. If the home is occupied, please **contact Tenant within 2 business days** to make arrangements for your visit. If you cannot contact them or they refuse to cooperate, please contact us for assistance. As a courtesy, please give a **call ahead notice** prior to arrival.

4. Vendor **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 Property Manager and/or Tenant. **Emergency work should start the same business day, no later than next.**
6. Estimates are required for any work order costing more than \$250.00, unless otherwise authorized, prior to work beginning.

**Note: No repairs will be made that exceed \$250.00 without prior approval.**

7. **Please notify the managing employee (noted on work order), upon completion**, with repair details, electronic pictures of repair(s), final cost, and any additional needed action or issues.
8. Vendors must **warrant their labor and materials for at least 90 days** after satisfactory completion and will further agree to repair or replace any defective workmanship or material without cost.
9. Vendor agrees to complete the **scope of work** as described on the work order. Manager must approve any additional repair items needed prior to completion. On site Tenant requests must not be honored without prior approval.
10. Operate under a **code of confidentiality** with all Manager's information and refrain from discussing repair details, status of approval, or chargeback potential with Tenants.
11. While at the property, **please inform** the Manager of any "preventative maintenance" needs noticed. i.e. - water leaks, dripping faucets, or faulty smoke alarms, etc. Report any unusual Tenant activity or damage to the property.
12. Please **respect and take proper care** with 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 in to the home. If a Tenant's belongings need to be moved, return them when complete.
13. **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 80 degrees and the furnace set to 50 degrees.**

14. Vendors may not charge for estimates for repairs and Vendors may not further sub-contract out approved work orders without permission of Manager.

### **Indemnification:**

Vendor agrees to indemnify and hold harmless T&H Realty Services Inc, and all Employees, Agents, Representatives, from any and all claims, including attorney fees incurred in defense of any claim that may be asserted against T&H Realty Services inc, that relates to the workmanship or contractual obligations of any claims being brought by or through any person that asserts any claims. Preferred Vendor agrees that T&H Realty Services, Inc may hire its own counsel in defense of any claim and that preferred vendor agrees to indemnify T&H Realty Services, Inc against, (1) any damage award which is entered against T&H Realty Services, Inc; (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 dismissal.

### **Controlled Business Arrangement:**

In exchange for being listed as a Preferred Vendor, advertising on our website, priority work order assignments for homes we manage, and referrals we may offer; the Vendor will agree to offer the best pricing possible and accept an additional **10% (Ten Percent) payment discount**, to be retained by Manager.

**Important Note: All estimates should be written with no Managers discount shown. All invoices should include the discount.**

***Example:** A vendor is asked to quote a job that is valued at \$100, the written estimate provided will show the job totalling \$100. If the work is approved, upon completion, the Vendor sends an invoice to Manager for \$100.00, less the Preferred Vendor discount of \$10. The discount show be listed on invoice or in payment terms. Manager will issue a check for \$90.00 to the Vendor.*

### **Billing Policies:**

1. Immediately invoice, upon completion (generally within 5 business days).
2. We prefer email or fax, but can mail invoices to our office.
3. To ensure prompt payment - the invoice needs to include:
  - a. Company name
  - b. Service address, date of service, 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 needed.

### **Payment Policies:**

1. Expect **payment within 7-10 days** depending on the time of week your invoice is submitted. Generally, payments are generated on Fridays

*Note: To be considered for payment, all work must be verified completed and invoices received by **Wednesday by 5pm**. Under no circumstances should you expect an invoice to be paid, that week, if you miss our weekly deadline..*

2. Invoices older than **30 days may not be paid**. We can not guarantee access to funds beyond this time frame. **RECOMMENDATION: Keep current on your invoicing!**
  
3. If you plan to pick up your check at the office - please notify us in advance, so we can hold it or verify it's available. **Do Not Drop In and Demand Payment.**

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

Business: \_\_\_\_\_ Tax ID: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Scott Hallberg, T&H Realty Services, Inc.

\_\_\_\_\_  
Date: