

REALTY SELECT SERVICES, LLC

Come experience the difference!

Licensed Real Estate Broker Nancy Maggiore, Broker – Owner

Dear Vendor:

Thank you for your interest in becoming one of our authorized, professional service representatives. Our expectation is that you provide the highest degree of workmanship, professional ethics, and service.

To eliminate misunderstanding regarding billing and other aspects of maintenance, please read and acknowledge the following. After you have signed your acceptance of our policies, this memo will become a part of your file.

- 1. We will pay ALL INVOICES within thirty (30) days. Most invoices are paid by the 15th of the month following receipt of invoice.**
- 2. To ensure prompt payment all invoices need to be submitted to the office promptly upon completion of work. All invoices must be submitted by the 24th of the month in order to be paid from the next month's rental proceeds.**
- 3. We cannot insure payment of any invoices that have been withheld longer than two months
After the date the work is completed.**
- 4. All invoices are to be approved by the agent overseeing said property. Any repairs that exceed \$300.00 must be approved by the owner in advance.**

It is understood and agreed to by the Vendor that Realty Select Services, LLC retains the right to do a background check and verify your references.

- **Birth date:** _____
- **Copy of Business License:** _____
- **Updated Copy of Liability Insurance:** _____
- **Proof of Updated Copy of Workman's Compensation :** _____
- **Signed Acceptance of Vendor Payment Schedule (this page)** _____
- **Signed W-9 Form** _____

We look forward to a long mutually profitable relationship.

Acknowledged and Accepted:

Vendor

Date

Nancy@realtyselctionline.com
cell: 904.349.8664
fax: 904.448.9250

Baywood Center 9428 Baymeadows Road, Suite 137, Jacksonville, FL 32256

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COMMANDMENTS FOR VENDORS

1. Be prompt and timely in providing service.
2. Do NOT enter a rental property without prior permission of the agent and/or occupant.
3. Always respond and/or acknowledge receipt of phone calls, pages and emails.
4. Knock before entering any property or closed interior door.
5. Do NOT promise to return or repair items which have not been authorized on the work order. Complete only work that is on the work order. If any additional repairs are needed contact agent immediately.
6. Do NOT make comments to the occupants or observations about other repairs which may need to be done, or about the condition of the property. Report any observations that may be of a concern to you in any way to agent.
7. Only move any personal items belonging to the occupant that are necessary to your completing the job. Do not enter any rooms not needing any maintenance without permission of the occupant.
8. ALWAYS be honest, professional, courteous and considerate.
9. Do NOT make any comments with sexual or political overtones.
10. Do NOT enter a property when children are home alone.

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MINIMUM VENDOR REQUIREMENTS

Because REALTY SELECT SERVICES, LLC takes on certain responsibility when recommending the services of a vendor to a client or customer, it is necessary to set standards of service for our vendors.

Therefore, the following minimum of professional standards should be met by anyone seeking the recommendation of our company or agents. For example:

1. Be absolutely honest in dealing with Realty Select Services, LLC, its clients and/or customers.
2. Be prompt and timely in providing service and in resolving problems and complaints.
3. Always return phone calls and pages promptly.
4. Be courteous to clients and customers.
5. Be discrete and do not volunteer information or opinions to clients and/or customers. You may not aware the effect any information may have.

Follow these guidelines and Realty Select Services, LLC will feel comfortable in recommending you and your services to our clients and customers.

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Vendor Information Needed

Name used to report income to Internal Revenue Service:

Contact person: _____

Vendor legal name: _____

Company name: _____

Is business incorporated? Yes _____ No _____

Do you accept credit card payment? _____

Taxpayer ID or Social Security # _____

Current mailing address including zip code: _____

Phone number: _____

Cell phone number: _____

Pager number: _____

Fax number: _____

E-mail address: _____

RETURN TO REALTY SELECT SERVICES, LLC - FAX 904-448-9250

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