

REID Property Management
P.O. Box 3823
Silverdale WA 98383
360-698-4026
info@ReidPM.com

VENDOR APPLICATION

Dear Prospective Vendor,

REID Property Management welcomes the opportunity to use your services on properties under our management. Attached is a detailed outline of requirements and procedures to which we require our vendors to adhere.

We will need you to complete the enclosed forms and return them to our office prior to contracting any work on properties managed by REID Property Management. As soon as we receive these items and verify your references we will be able to get you started.

We look forward to a long and prosperous relationship with your company. Any or all items may be emailed to us at info@ReidPM.com. If you have any questions please contact our office by phone at 360-698-4026.

Sincerely,
REID Property Management

Misty Tally
Designated Broker

VENDOR REQUIREMENTS AND PROCEDURES

All vendors performing services on properties managed by REID Property Management, LLC are required to provide the following prior to commencement of any work performed for REID Property Management:

1. W-9 Tax Form for the purpose of reporting moneys earned to the Internal Revenue Service.
2. Independent Contractor Agreement (enclosed) for the purpose of defining our relationship.
3. A copy of your current Business License and State Contractors License are required to be kept on file in our office.
 - a. These licenses must be always active and in good standing, see Title 18 RCW: Business and Professions Code, Chapter 12.27: Registration of Contractors.
4. A Certificate of General Liability Insurance, naming REID Property Management, LLC as additionally insured (there should be no additional cost to you).
 - a. We require a minimum of \$1,000,000 of Commercial General Liability coverage per occurrence.
 - b. We must have this certificate, or we can be liable for your coverage. A copy of the certificate must be on file with our office prior to the commencement of any work. Contact your insurance provider for more information.
5. Three work performed references: including name, address, phone, and email.
6. All invoices submitted to REID Property Management must contain a valid Work Order Authorization Number, unless services have been pre-authorized by a written service agreement with the Company.
 - a. Invoices submitted for payment without the Work Order Authorization Number will be returned without payment.
7. Letter explaining your billing practices. Information should include billable hours, trip charges, hours of operation, and overtime charges – if any.
 - a. Also include multiple points of contact: names and/or titles, phone numbers, email addresses, facsimile number, and any emergency number that may be helpful.
8. Labor & Industries Workman's Compensation Compliance Letter. You may go to the website lni.wa.gov for more information and to print a copy of your L&I Compliance Letter.
9. Lead-based paint certification required for any work performed on homes, condominiums, commercial buildings built prior to 1978. To learn more about the "Lead Renovation, Repair, and Painting Program" go to epa.gov/lead or call 1-800-424-LEAD for more information.
10. How did you hear about our company?

INDEPENDENT CONTRACTOR CERTIFICATION AGREEMENT

The undersigned "Contractor" herein certifies that it is acting as an independent contractor, and not as an employee, in all capabilities with REID Property Management, LLC. hereinafter referred to as "Customer". Contractor agrees that it will provide Liability Insurance at its own expense for all employees prior to commencement of any work for Customer. Contractor further agrees to maintain at its own expense, adequate public liability and personal injury insurance covering all employees and actions of Contractor.

Contractor agrees to complete a W-9 Request for Taxpayer I.D. form for Customer prior to commencing any work. Contractor further agrees to provide Customer a copy of it's current State Contractor's License, and a Certificate of Liability Insurance to cover Disability, Personal Injury, and any other claims that could result in connection with Contractor's job duties. Contractor further agrees to provide a compliance letter from the State of Washington, Department of Labor & Industries Workman's Compensation Division.

Contractor understands that Customer is acting as Agent for the Property Owner on all job sites, and that the Property Owner is solely responsible for all payments to Contractor for services rendered. Contractor agrees to indemnify and hold harmless REID Property Management, LLC. from and against any claims or demands arising from nonpayment for services rendered.

Dated this ____ day of _____, 20____ at _____, WA.

Contractor Signature:

Company Name:

State Contractor's License #:

Social Security # or Federal Tax ID #:

Mailing Address:

Email Address:

Phone Number and Fax Number:

Unified Business Identification #:

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LEAD-BASED PAINT

Per the EPA Rule 40 CFR Part 745, also known as the Renovation, Repair, and Painting Rule (RRP), any contractor working on more than six square feet of painted surface must be a certified lead renovator and practice the lead safe practices handed down by the EPA.

The Renovation, Repair, and Painting Rule has been in effect since April 22, 2010. Non-compliance can result in a fine up to \$37,000.00. Homes that were built prior to 1978 have the potential of having lead-based paint therefore REID Property Management requires all vendors that may work on these homes or surfaces to have the Certification for Lead-Based Paint.

All Vendors that work on these homes will be required to supply REID Property Management with the required paperwork that we may ensure compliance. If the Certification expires and no renewal paperwork is received, you will be required to cease all work until the proper paperwork is received. The Government will be strictly enforcing this requirement and backing it up with a substantial fine per violation.

We appreciate your understanding and look forward to receiving your paperwork. For more information, go to www.epa.gov/lead and www.commerce.wa.gov/building-infrastructure/housing/lead-based-paint.

VENDOR WORK-PERFORMED REFERENCES

Vendor Company Name:

Reference 1:

1. Phone/Email:

2. Work performed:

3. Notes:

Reference 2:

1. Phone/Email:

2. Work performed:

3. Notes:

Reference 3:

1. Phone/Email:

2. Work performed:

3. Notes:
