

The undersigned agrees to the following conditions:

- The vendor is an independent contractor and is not an employee of Cornette Property Management (CPM)
- The vendor has received a CPM Vendor Manual to review prior to signing this agreement
- The vendor agrees to follow the policies and procedures of CPM when performing work for CPM.
- The vendor will complete the following forms prior to commencing any work for CPM.
 - Vendor Application
 - Vendor Agreement

Insurance

- Vendors will carry Worker's Compensation Policy and will fulfill the following requirements:
 - The vendor will notify their Workman's Compensation Company and request them to furnish CPM with an original endorsement of the policy.
 - The vendor will furnish an original endorsement of all yearly renewals going forward.
 - The vendor will notify CPM if insurance company changes.
- Vendors will carry a general liability insurance policy
 - CPM will not use vendors who do not carry general liability insurance and requests the vendor to carry minimum \$1,000,000 amount current general liability insurance.
 - Vendors will supply an original endorsement of the current liability insurance policy.
 - Vendors will furnish an original endorsement of all yearly renewals going forward.
 - Vendors will notify CPM if their insurance company changes

Tax information

- Vendors will supply a social security number or Tax ID.
- It is the responsibility of vendors to notify CPM of any changes. CPM has provided a Change of Information form located in the office and on the company web site.

Workmanship

- Vendors will supply competent work and the vendor guarantees they will redo the work to the satisfaction of CPM if necessary.
- The work is on a "contract labor" basis and vendors understand that CPM does not treat any vendor as an employee.

Vehicles

- All vendors must supply their own vehicles.
- Vendor vehicles must be in a reasonable working condition.
- Vendors cannot use any CPM company-owned vehicles.
- Vendors must carry appropriate insurance for their vehicles.

Vacation Time

- Although CPM has no control over Vendors schedule, all Vendors are to notify CPM if they cannot complete a work order because of a pending vacation.

Work Orders

- Vendor agrees to accept work orders by phone, email, or text.
- Vendors are to notify CPM immediately if the problem exceeds the authorized amount on the work order.
- Vendors are to pay for parts for maintenance requests and CPM then reimburses them when the vendor submits invoices for payment.
- Vendor understands that CPM cannot disburse any funds until received from the owner.
- All work orders must have before and after photos, submit with invoice, no photos = no payment, if a photo is required, it will be stated in the original Work Order sent over to the Vendor

Work Order Estimates

- Vendors are to notify CPM immediately if they are aware they will be unable to offer an estimate and complete the work in a timely manner. **Estimates are due within 5 business days to CPM.**
- When CPM receives the approval or denial from the owner, they will notify the vendor when to start work on the property or if the work order is completely cancelled.

Keys / Vacant Properties

- Vendors are to follow the CPM Vendor Guidelines regarding keys and lockboxes
- Vendors are to be responsible to CPM for property keys at all times.
- Vendors are not to distribute keys obtained from CPM to any other party, including tenants or owners, unless otherwise directed by CPM.
- The keys are to be returned to CPM promptly upon completion of work.
- Turn power on and off at breaker when entering vacant houses for work, i.e. for utilities.
- Do not turn AC down or Heat up and then leave on when work is complete and you are gone.

Tenants

- Vendors are to be courteous and professional with tenants.
- Vendors are to be dressed appropriately for work when meeting with tenants.
- Vendors are to clean up their work in the property and leave nothing at the property including garbage
- Vendors are NOT to make comments on repairs or the condition of the property to tenants.
- Vendors are NOT to discuss in detail the repairs with tenants.
- Vendors are NOT to make promises to tenants unless it is within the work order request.
- Vendors are to call CPM from the property if necessary to clarify the work or request permission to do additional maintenance they see is required relating to the work order.
- CPM requests vendors use their cellular phones when calling from a tenant residence. However, if necessary, the vendor is to request permission to use the tenant's telephone.
- If tenants request other work, the vendor is to instruct them to call CPM and place a work order.
- If tenants pose a threat, vendors are to immediately leave the property and notify CPM.

Property Owners

- Vendors are to be courteous and professional with property owners at all times.
- Vendors are NOT to make comments on repairs or the condition of the property to any property owners without consulting CPM.
- Vendors are NOT to discuss in detail the repairs with property owners unless requested or authorized by CPM.
- If property owners request deviations from work orders from CPM, then vendors are to notify CPM immediately before proceeding.
- Vendors are NOT to make promises to property owners unless it is within the work order request or discussed with CPM and authorized by CPM.

Confidentiality

- Vendors are to keep all information on CPM, property owners, tenants, and any other property information confidential at ALL times.
- Vendors are not to post ANY information or pictures on any social media, such as Facebook, Twitter, YouTube, or any other media at any time.

Payment

- Vendors must submit their invoices within 7 days of work completion.
- If invoices are not received within forty-five (45) calendar days of finishing the job, they will not be paid.
- Vendors understand that CPM makes payments on a 30-day cycle, and does not reimburse vendors immediately.
- If the vendor does not receive funds within 30 days of submitting invoices to the office, the vendor must contact the office within 15 days.
- Vendors are responsible for contacting CPM as soon as possible if they have an error or dispute with a payment.
- Vendors understand that CPM works for the owner and the owner is responsible for the funds for payment.
- Vendors understand CPM must comply with any court ordered deductions from payments.
- CPM does not withhold monies for tax purposes.

Disputes

- Vendors are to put all disputes with CPM in writing and deliver to Broker in Charge.

Drug-free policy

- The undersigned vendor understands that CPM requires a drug-free policy with all personnel, vendors, and tenants.
- By signing this agreement, the undersigned vendor, its employees, and/or subcontractors commit to a drug-free policy when working on the CPM managed properties and appointments with tenants.

I agree to the terms of this Independent Contractor Vendor Agreement with Cornette Property Management and have received the CPM Independent Contractor Vendor Manual.

Company Name	Address	Date

Printed Vendor Name	Authorized Vendor Signature	Date

Cornette Property Management	Broker in Charge Signature	Date