

Independent Contractor & Vendor Request Packet

Thank you for choosing to work with PMI Mile High Realty & Property Management! We are a locally owned business that has established itself as one of the top property management companies in the Denver Metro area over the past several years. We take pride in having an excellent reputation in the community and having quality vendors such as yourselves is a big part of that. We currently manage hundreds of rentals and have grown every year since inception. PMI Mile High has been able to do this by putting customers first, embracing technology and always exploring new ways to improve service.

We offer a unique opportunity to vendors that share common values and goals. With so many rentals under management (and growing), we are charged with the responsibility of maintaining the rentals we manage. Our property owners count on us to select the vendors that will do quality work and at a fair price. PMI Mile High maintains a number of “preferred vendors” that we can count on to service the properties we manage. Our preferred vendors receive a lot of business from us automatically without the need to market to these owners and often are offered the job to complete without a bidding process. In addition, PMI Mile High handles the finances for managed properties and payments are timely without “chasing” the customer.

Why do we want to work with you?

PMI Mile High goals are straight forward. How we maintain properties affects our business reputation with our resident customers and our owner clients. We want long-standing business relationships with independent contractors & vendors that protect our reputation by providing dependable and timely service, quality work, competitive prices and most importantly are bonded, licensed and insured.

Why do you want to work with SSM?

Though you work through us, you are legally contracting with many individual owners to provide service at numerous separate properties. We provide a tremendous clearinghouse that will increase your productivity and profitability. Consider the following:

- Properties under our management are most often single-family homes and condos. Such properties have been the primary residence of the property owner at one time which means they are well maintained, or they are owned by investors who may have multiple properties with us.
- We avoid managing properties which are in poor condition. We treat our residents like preferred clients. All maintenance items are addressed in a timely matter.
- The property manager that you will deal with on a particular property is knowledgeable as to the property and will be available to you if you have questions, comments or concerns.
- A dependable relationship with PMI Mile High can save you thousands of dollars in advertising, promotion and collection cost, by repeat business.
- PMI Mile High knows many people in the Denver area Real Estate industry. Do a fantastic job for us and we will try to refer you additional business.
- Our accounting department will pay your invoices within 30 days of completion of work. (PLEASE NOTE: Completion means all work is done and has been inspected by the property manager).

How can you best work for us?

- Be dependable and accountable for your actions and the actions of your sub-contractors as well.
- Understand and follow our systems exactly as they are outlined.
- Notify PMI Mile High when you see inconsistencies on a property (Examples; if you see something at the property that questionable; please notify us).
- Be flexible when a problem arises.
- Under-promise and over deliver.
- Open communication with the property manager at all times.
- Prepare quality estimates (prefer typed out as opposed to hand-written).
- Be courteous to our residents and our staff.
- Do not share everything discovered with the residents of the property. Certain items and wording can upset a resident. Speak with the property manager first.
- Notify us if the job is over \$500, we will need prior authorization from the owner. This may vary by property so check with the property manager on what is authorized or go by the Work Order Only.
- Send us your invoice within 30 days of service date. Any invoices over 90 days old after date of service may be declined payment. Please submit invoices to admin@pmimilehigh.com.

In consideration of the above we ask that two conditions be met from our "Preferred Vendors":

1. Discounted pricing from what is charged to the general public.
2. PMI Mile High shall receive 10% discount/rebate per invoice. Payment will be automatically adjusted to incorporate the discount/rebate.

We are certain that this is a "win/win" relationship and will only help both you and PMI Mile High to continue to grow and prosper.

Sincerely,

Ryan Baessler

Ryan Baessler, MPM®, RMP®
Broker/Owner

I/We agree to the above conditions and look forward to becoming/remaining a preferred vendor of PMI Mile High Property Management.

Vendor (Print): _____ **Signature:** _____ **Date:** _____

Broker (Print): _____ **Signature:** _____ **Date:** _____

Vendor Agreement and Profile Form

This agreement between the Property Management Department of PMI Mile High, hereinafter called Broker and:

Vendor Name: _____

Vendor Address: _____

Vendor Phone: _____ Vendor Email: _____

Vendor Federal Tax ID: _____

Type of Entity: Corporation Partnership Sole Prop

Liability Insurance Carrier: _____

Policy # _____ Liability Insurance Policy Exp Date: _____

Workman's Comp Exemption must be attached if applicable.

Vendor agrees that Broker has no ownership interest in the 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 failure of a property owner to pay for services, supplies, parts, materials, and/or labor ordered by Owners which is specifically ordered and approved by owners 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 for the results of their service call with the Tenant but to report all findings to the Broker's agent or the owner.

Vendor agrees and affirms that it carries 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 VENDOR, its employee's 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.

This form accompanies copies of the applicable business licenses, W-9, and Insurance Declarations Page including Workers Comp.

Vendor agrees to provide PMI Mile High a 10% Rebate based off of gross sales PMI has provided to vendor on a monthly basis.

Vendor (Print): _____ Signature: _____ Date: _____

Broker (Print): _____ Signature: _____ Date: _____

NEW VENDOR PACKET CHECKLIST

For us to properly set you up as a PMI Mile High preferred provider and pay invoices, please complete this packet and attach all forms requested. Please email them back to admin@pmimilehigh.com along with any other information you feel necessary.

Please check the boxes showing what is attached.

- Vendor/Broker Agreement
- Vendor Information Sheet
- W9 Form
- Copy of Business License/LLC
- Pricing Sheet
- List of Services
- Copy of your Certificate of Insurance showing Workman's Comp Insurance and General Liability Insurance / **PMI Mile High at 11859 N Pecos St Ste 200 Westminster, CO 80234 listed as additional insured**

We thank you for being a preferred provider for PMI Mile High!