



Red Hawk Property Management
2451 E Baseline Rd 410
Gilbert, AZ 85234
Office: 480.396.9766
Fax: 480.323.2583
www.RedHawkPM.com

Vendor Agreement

The undersigned agrees to the following conditions:

- The vendor agrees to follow the policies and procedures of Red Hawk Property Management when performing work for Red Hawk Property Management.
- The vendor will complete the following forms prior to commencing any work for any Red Hawk Property Management Property.
 - Vendor Information Form
 - Vendor Insurance Form
 - Vendor Contract

Insurance

- Vendors will carry Worker's Compensation and will fulfill the following requirements:
 - The vendor will notify their Worker's Compensation Company and request them to furnish Red Hawk Property Management with an original endorsement of the policy.
 - The vendor will furnish an original endorsement of all yearly renewals.
 - The vendor will notify Red Hawk Property Management if insurance company changes.
- Vendors will carry a general liability insurance.
 - Red Hawk Property Management will not use vendors who do not carry general liability insurance and requests the vendor to carry a minimum of \$100,000 current general liability insurance.
 - Vendors will supply an original endorsement of the current liability insurance policy.
 - The vendor will furnish an original endorsement of all yearly renewals.
 - The vendor will notify Red Hawk Property Management if insurance company changes.

Tax Information

- Vendors will supply a social security number or tax ID via a W-9.
- It is the responsibility of vendors to notify Red Hawk Property Management of any changes.

Workmanship

- Vendors will supply competent work and the vendor guarantees they will redo the work to the satisfaction of Red Hawk Property Management if necessary, with no additional charges.
- Vendor may request written or electronic job specification to clarify any obscure instruction/scope of work.
- The work is on a "contract labor" basis and vendors understand that Red Hawk Property Management does not treat any vendor as an employee.

Vacation Time

- Vendors are to notify Red Hawk Property Management if they will be unavailable to accept work due to a scheduled vacation. Length of time away is required.
- Vendors are to notify Red Hawk Property Management if they are unable to complete a dispatched work order due to a pending vacation.

Work Orders

- Vendor agrees to accept work orders via email from Red Hawk Property Management.
- Vendors are to notify Red Hawk Property Management immediately if the work exceeds the authorized amount on the work order and furnish a written cost estimate for work to be done prior to beginning work.
- When Red Hawk Property Management receives approval or denial from the owner, they will notify the vendor accordingly.
- Red Hawk Property Management will provide vendors with access information for vacant properties on the work order. Otherwise, vendor will schedule with tenant listed on work order.



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Response Time

- From the time a work order is received from Red Hawk Property Management, vendor shall respond as follows:
 - Vendor is to contact the tenant for scheduling within 8 business hours
 - Vendor is to confirm receipt to Red Hawk Property Management upon receipt
 - Vendor is to notify Red Hawk Property Management of time and date work is scheduled within 24 business hours
 - If vendor has difficulty reaching the tenant for scheduling, Red Hawk Property Management is to be notified within 24 business hours
- In the event of an emergency, vendor is to confirm receipt and schedule with tenants within 2 hours of receipt.

Payment

- Vendors are to submit their invoices no more than 14 days after completion of work.
- Vendors are to provide Red Hawk Property Management with before and after photos of all work with invoices in order to receive payment.
- Invoices and completion photos are to be submitted via email to billing@azrhr.com. Invoices sent to anyone else will not be accepted.
- Invoices are paid within 15 days from receipt by Red Hawk Property Management.
- Vendors are responsible for contacting Red Hawk Property Management as soon as possible if they have an error or dispute with a payment in writing to jen@azrhr.com.
- Vendors understand that Red Hawk Property Management works for the owner and the owner is responsible for the funds for payment

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/on the property.
- Vendors shall not smoke inside ANY Red Hawk Property Management property.
- Vendors are NOT to enter any property where minors (under age 18) are present without an adult.
- 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 Red Hawk Property Management 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.
- If tenants request other work, the vendor is to instruct them to use their Tenant Portal and place a work order. Or they can call or email Red Hawk Property Management to receive information on their login.
- If tenants pose a threat, vendors are to immediately leave the property and notify Red Hawk Property Management.

Misc:

- Vendors will furnish all tools, equipment and supplies to accomplish the agreed work.
- Vendors are solely and completely responsible for complying with all Federal, State and local laws and regulations.
- Red Hawk Property Management can terminate the Agreement and Vendors status as an Approved Vendor to work for Broker with thirty (30) day written notice.



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I agree to the terms of this Vendor Agreement with Red Hawk Property Management.

Printed Vendor Name

Authorized Vendor Signature

Date of Signature

Red Hawk Property Management Signatures Below:

Red Hawk PM Representative

Red Hawk PM Representative
Signature

Date of Signature