



NEW VENDOR PACKAGE

Any vendor performing work or services on a Real Property Management DC Metro property must provide ample insurance for the project and their respective business requirements and become approved for Real Property Management DC Metro.

New Vendors Will Be Required To

- Provide proof of insurance for General Liability, Workman's Compensation, Auto Liability, and in some cases Excess Liability and/or Bonding where applicable
- Provide a signed and dated W-9
- Provide applicable professional licenses
- Complete and Sign Real Property Management DC Metro Master Vendor Agreement

Submit all documents to Real Property Management DC Metro by email at support@rpmDCmetro.com. Do not send documents to Real Property Management corporate offices.

SAMPLE INSURANCE CERTIFICATE – CLASS A VENDOR (LOW RISK JOBS)

ACORD

CERTIFICATE OF LIABILITY INSURANCE	DATE (MM/DD/YY)
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PRODUCER ** Please send this Sample Certificate to your Agent. ** Insurance Agent's Name Insurance Agent's Street Address Insurance Agent's City / State / Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <div style="text-align: center;">INSURERS AFFORDING COVERAGE</div>
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INSURED Vendor's Name Vendor's Street Address Vendor's City / State / Zip	INSURER A: (Insurer must have a rating of B+ or higher.) INSURER B: INSURER C: INSURER D: INSURER E:
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COVERAGES
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DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
REAL PROPERTY MANAGEMENT DC Metro AND THE OWNERSHIP ENTITY(S) OF THEIR OWNED OR MANAGED PROPERTIES are additional insured on the general liability policy in regard to goods, services or operations provided by the named insured or by those acting on the named insured's behalf.

THE SAMPLE CERTIFICATE IS INTENDED TO RELAY THE CERTIFICATE HOLDER'S REQUIREMENTS. PLEASE ATTACH ANY RELEVANT ENDORSEMENTS AS EVIDENCE OF THE IDENTIFIED ADDITIONAL INSURED PARTIES AS BEING PROPERLY AMENDED TO THE POLICY OR POLICIES.

CERTIFICATE HOLDER Real Property Management DC Metro 2828 10 th St NE Washington, DC 20017	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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SAMPLE INSURANCE CERTIFICATE – CLASS B VENDOR (MODERATE RISK JOBS)

ACORD

CERTIFICATE OF LIABILITY INSURANCE	DATE (MM/DD/YY)
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SAMPLE INSURANCE CERTIFICATE – CLASS C VENDOR (HIGH RISK JOBS)

ACORD

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This agreement ("Agreement") effective as of _____ (the "Effective Date") between **Real Property Management DC Metro** ("hereafter Client") and _____, ("hereafter the "Vendor"):

WHEREAS, Client is in the business of residential property management and Vendor is in the business of general residential maintenance and home repair services.

WHEREAS, Vendor is willing to provide such services in accordance with the terms of this agreement:

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and covenants contained herein, the parties hereby agree as follows:

The Client hereby engages Vendor, and Vendor hereby accepts such engagement, upon the terms and condition set forth herein, for the period commencing on the Effective Date above the ending upon the Client's notification that the Vendor's services shall no longer be deemed necessary, unless earlier terminated pursuant to the terms of this Agreement.

Vendor shall perform the following services:

General residential maintenance and home repair services as work ordered by the Client.

These services shall be performed in a timely manner and in accordance with the following timeline (time is of the essence):

In an emergency, as noted on the work order, the Client deems a timely manner to be "as soon as possible." If the maintenance is a non-emergency, the Client deems a timely manner to be "within 3 business days."

The Vendor is required to schedule all appointments with tenants and is encouraged to schedule them as quickly as possible.

The Client does not schedule appointments for the Vendor. The Vendor is to attempt to contact the tenant a minimum of 3 times with the contact information provided by the Client. If the Vendor is unable to reach a tenant after 3 attempts, the Vendor shall give notification to the Client. The Vendor is to be courteous and on time for all appointments scheduled with a tenant.

Vendor **SHALL** contact the Client immediately and shall **NOT** complete an appointment if any of the following occur:

- The only person home is under the age of 18.
- The tenant requires an unreasonable time for the Vendor to complete the service.
- The Vendor estimates that the repairs will exceed 3 hours of labor.
- The Vendor estimates that the repair will be in excess of \$300.00.

As complete compensation for the services, Client's payment for the Vendor will be 15 days from the date that the Client **receives** the Vendor's invoice. The invoice submitted by the Vendor must be on company letterhead, signed by the Vendor and include the Client's work order number, date of service, property address where the work was performed, description of work completed. Vendor is to provide **before and after photos** of all work rendered. All invoices are to be submitted to the client via email within 48 Hours. Failure to do so will result in non-payment.

In performing all aspects of the Services, Vendor shall coordinate and consult regularly with Client. Only work ordered items shall be completed by the Vendor. The Client shall not pay for additional service outside of the requested work on the work order.

Promptly after completion of the services, Client will review, and where appropriate, test the completed service for conformity to the specifications and warranties, implied and explicit, that Vendor offers. If the Client claims that there is a failure to conform to such specification and /or warranties, the Client shall promptly notify Vendor of such nonconformance and Vendor will promptly take all steps necessary to affect conformance.

Each party acknowledges that time is of the essence. Each party will report delays or anticipated delays as they occur and will make every reasonable effort to correct the situation.

In performing the Services, Vendor is an independent contractor and not an employee of Client. Vendor shall have the right to perform services for others and the sole right to control and direct the means, methods, and manner by which the services required hereunder will be performed, consistent with the terms of this Agreement. Vendor shall not be entitled to any fringe benefits, including health insurance, benefits, paid vacation, worker's compensation, or other employee benefits provided by the Client to its own employees. Vendor is responsible for payment of any taxes, withholding, and any other statutory or contractual obligation of any sort in connection with services provided hereunder. Vendor has no authority to create or assume any obligation on behalf of the Client, or to hold itself out as having such authority, without the prior written consent of the Client.

All material delivered to the Client by the Vendor shall become the property of the Client, unless the parties agree otherwise in a separate, signed contract. These services will be provided on a "work for hire" basis and the material produced under the Agreement shall be deemed "work made for hire" as the term is defined under the U.S. copyright laws, of which the Client is the sole author and owner. To the extent, if any, that Vendor may be deemed the author of any portion of the services, Vendor hereby fully and irrevocably assigns, transfers, conveys, and relinquished all right, title and interest therein, including, without limitation, all copyrights, to the Client, and grants the Client a power of attorney coupled with an interest to apply for and obtain all such copyrights in the Client's name.

The duration shall be for the life of the copyright in the service and all renewal and extensions thereof. Further, Vendor shall have no right to attach its name or trademarks, logos, or trade names to any completed product without Client's written permission. The provision in this Section shall survive any termination of this Agreement. The existence of any claim or cause of action by the Vendor against the Client shall not constitute a defense to the enforcement by the Client of the covenants and agreements of this section.

It is understood that in the course of the Vendor's performance hereunder Vendor may become privy to information relating to certain of the Client's confidential information or trade secrets, which includes, but is not limited to development, system design, software, hardware, technical processes and formulas, source codes, activities, and so on. Such information shall be deemed confidential in every case where either a reasonable person would understand it to be confidential or the Client has identified it as such, unless the information in question (i) was already known to Vendor prior to its first disclosure hereunder; (ii) has become generally known to the public through no fault of the Vendor; or (iii) is required by law to be disclosed (in which case the Vendor shall provide the Client with a reasonable opportunity to seek a protective order maintaining confidentiality). Vendor shall maintain the secrecy of all of the Client's confidential information including, without limitation, all confidential information that the Client has received or will receive from third parties, using the same care it applies to its own confidential information, and shall make use of such confidential information only to the minimum extent necessary to affect the Agreement. Vendor shall not exploit or reveal to any third party any of such information without the Client's express prior written consent. This provision shall apply to all confidential information, whether it was exchanged before or after the date of the Agreement. All confidential information referred to in this Section in whatever form shall at all times remain the property of the Client, and shall, upon written request of the Client, be delivered by Vendor to the Client in all tangible forms, or, promptly destroyed by Vendor to the extent such delivery is impracticable.

Representation and Warranties:

- (a) Vendor represents and warrants that the services rendered will be performed in a good workmanlike manner, by competent personnel, and in accordance with applicable professional standards and that services rendered will be



performed in accordance with the specifications provided to Vendor by the Client. If any element of the Services does not conform to the foregoing warranty, the Client shall notify the Vendor in writing of such nonconformance, and Vendor shall re-perform such element in a manner that does conform.

- (b) Vendor represents and warrants that its provision of Services and delivery of the Deliverables hereunder will not infringe any United States patent existing on the Effective Date or any copyright or trade secret that is protected under United States law.
- (c) Vendor represents and warrants that Vendor's signing of this Agreement and the performance of Vendor's Services hereunder is not and will not be in violation of any other contract, agreement or understanding to which Vendor is a party or by which Vendor is bound.
- (d) Technical Vendor represents that it is fully insured with a minimum of \$1,000,000 in General Liability Insurance and Vendor represents that it is fully insured with a minimum of \$500,000 in General Liability Insurance and will provide evidence of such to Client upon Client's request. The Client must be a Certificate Holder of this policy.

Vendor must provide a W9 form to the Client before rendering service.

During the Term, and subject to the terms and conditions set forth in this provision, Vendor may not reference the Client as a client in press releases, case studies, or any other promotional material unless (i) Vendor receives written permission from Client and (ii) Vendor advise the Client of all uses it plans to make of the references. Vendor may not use the Client's name, trademarks, and logos other than as set forth in, and in accordance with, this Section.

Vendor agrees to hold Client harmless and to indemnify Client, any Affiliate, all holders of a legal or beneficial interest in Client, and all officers, directors, executives, manager, member, partners, owners, employees, agents, successors, and assigns from and against all losses, damages, fines, cost, expenses or liability (including reasonable attorneys' fees and all other costs of litigation) incurred in connection with any action, suit, demand, claim, investigation, or proceeding, or any settlement thereof, which arises from or is based upon Vendor's (a) any work performed, the right of which to perform was granted by this Agreement; (b) acts, errors or omissions committed or incurred in connections with services performed under this Agreement, including any negligent or intentional acts; (c) violation breach or asserted violation or breach of any law, regulation or rule; (d) breach of any representation, warrant, covenant, or provision of the Agreement, or any other Agreement between Vendor and Client (or an Affiliate). These obligations shall survive the termination of this Agreement.

This Agreement shall be governed by the Laws of District of Columbia and any dispute arising hereunder shall be resolved in the courts of the District of Columbia.

Client retains the right to transfer this agreement at his sole discretion.

If any term or other provision of this Agreement, or any application thereof to any circumstance is invalid, illegal or incapable of being enforced by any rule of law, or public policy in whole or in part, such provisions or applications shall to that extent be severable and shall not affect other provisions or application shall to that extent be severable and shall not affect other provisions or applications of this Agreement.

This Agreement contains a complete statement of all arrangements between the parties relating to its subject matter, supersedes any previous arrangement or understanding, whether written or oral, and may only be changed by a written agreement signed by the parties hereto.

AGREED TO AND ACCEPTED BY:

For Vendor:

(Name) (Signature)

For Client:

(Name) (Signature)

Real Property Management DC Metro and The Home Depot have developed a program with the expectations that our vendors use The Home Depot whenever possible in efforts to track maintenance purchases.

This program requires that we have your credit card number but **NOT** your expiration date. The credit card number is used to track your purchases in behalf of Real Property Management DC Metro. Upon activation, you will receive a Pro-key card that allows you some benefits listed below:

- Dedicated pro desk associates ... pro-only cashiers and loaders ... (these people have a Pro badge on their aprons) if you are in line you can hold up this card a cashier should assist you at this time, so your line-time would be limited)
- Dedicated account sales associates
- Special orders ... if not in stock, they can probably get it for you quickly
- Advanced order pulling ... Orders are pulled within 2 hours if submitted by 3pm
- Job site delivery ... they deliver supplies directly to you 7 days a week
- Convenient ordering ... can order by phone, fax or e-mail
- Buy online and pick up at the store

If you could please fill in your credit card number ONLY below so you can be enrolled in this program.

(Credit Card Number)

DRUG/CRIME FREE ADDENDUM

In consideration of the execution or renewal of the Vendor Agreement, Management and Vendor agree as follows:

1. Vendor, any member of the Vendor's staff, or a guest or other person under the Vendor's control shall not engage in criminal activity, including drug-related criminal activity, on, near or within sight of the rental premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, transportation, storage, use, or possession with intent to manufacture, sell, distribute, store, transport, or use a controlled substance including but not limited to marijuana or cocaine.

2. Vendor, any member of the Vendor's staff, or a guest or other person under the Vendor's control, shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on, near, or within sight of the premises.

3. Vendor or member of the staff or guests will not engage in the manufacture, sale, storage, transportation, use, possession or distribution of illegal drugs and/or drug paraphernalia at any location, whether on, near, or within sight of the premises or otherwise.

4. Vendor, any member of the Vendor's staff, or a guest or other person under Vendor's control shall not engage in any illegal activity including but not limited to prostitution, public drunkenness, lewd behavior, trespass by your guests if they have previously received a trespass warning, dangerous operation of a motor vehicle in the premises, disorderly conduct, street gang activity, battery, assault, discharging weapons, acts of violence or threats of violence, sexual crimes on or off the premises, or any breach of the lease agreement that otherwise jeopardizes the safety or welfare or any persons.

5. **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE VENDOR AGREEMENT AND GOOD CAUSE FOR TERMINATION OF SUCH.** A single violation of any of the provisions of this addendum shall be deemed a serious violation and material noncompliance with the Vendor Agreement. It is understood and agreed that a single violation shall be good cause for termination of the Vendor Agreement. Unless otherwise provided by law, **PROOF OF VIOLATION SHALL NOT REQUIRE CRIMINAL CONVICTION**, but shall be a preponderance of the evidence.

6. In case of conflict between the provisions of this addendum and any other provisions of the Rental Agreement, the provisions of the addendum shall govern.

VENDORS INITIALS: (_____) (_____) (_____)