



Independent Contractor & Vendor Request Packet

This packet is intended for Independent Contractors who provides service and/or products to the properties under Sentinel Sales and Management LLC (SSM) Property Management.

PURPOSE:

SSM acts as the agent for a particular property owner. We are authorized under contract to hire independent contractors & vendors to perform services to a particular property. We are limited by what service, when we can order work, how much we can spend and the method of payment. Considering that we act as an agent for hundreds of property owners operating hundreds of separate properties it becomes important that we have clear understanding and ongoing communication with the chosen independent contractor or vendor.

We strongly encourage you to read this packet very carefully. We encourage you to question anything that you don't understand and use this packet as reference as you do business with Sentinel Sales and Management.

Why do we want to work with you?

SSM 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 SSM Property Management can save you thousands of dollars in advertising, promotion and collection cost, by repeat business.

- SSM knows many people in the Salt Lake/Utah County 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 SSM when you see inconsistencies on a property (Examples; **if you see something at the property that is 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)
- It is your responsibility to ensure that your estimates are 100% accurate before you send them to SSM
- Be courteous to our residents and our staff
- Don't 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 wil@utahsentinelgroup.com/ or fax to (801) 763-0783.

What does SSM need from me to be a “Preferred Independent Contractor & Vendor”?

SSM needs the following from you in order to be considered for our Preferred Directory. Please note that incomplete packets turned into SSM will be disregarded and there will be **NO follow up** from SSM to get the correct forms.

- Valid Business License
- Valid Contractor's license (if required)
- Signed W-9
- Certificate of Worker's Comp Insurance.
- Certificate of Liability Insurance
- Price List for services offered (if available)
- A list of 3 references

- A signed Independent Contractor Packet acknowledgement

VERY IMPORTANT:

Your worker’s compensation insurance and your liability insurance MUST name SSM as additionally insured. You are required to have a \$1,000,000 minimum each occurrence in liability insurance and \$2,000,000 in aggregate. If you have any questions about ensuring that we are listed correctly, please call us prior to sending in your signed and completed packet.

Helpful Suggestions for your Liability and Workman’s Compensation Insurance Submission to SSM:

-Certificate of Liability Insurance must be in writing on the top of the form. We will not accept a binder, declaration pages, and interim certificates or any other forms.

-Your insurance must be in the same name as the person we are contracting with. If your DBA is “Smith Contracting Service”, your liability and worker’s compensation insurance needs to be in the name of “Smith Contracting Service”.

-Policy number must be indicated on the Certificate of Liability Insurance. We will NOT accept “Binder XXX”.

-A waiver of subrogation should apply to all policies

-The Certificate of Insurance must be signed

I have received and understand the above 2 pages Independent Contractor & Vendor Packet

Printed Name of Vendor: _____

Signature of Vendor: _____ Date: _____

Please note this must be signed by the owner/operator of your organization

Dear Prospective Independent Contractor/Vendor,

Once you have gathered the required documents and signed the attached paperwork. Please forward back to our Accounting and Compliance Department by e-mailing the completed packet to wil@utahsentinelgroup.com or by faxing to 801-763-0783, Attention Daniel Allenbach.

A few helpful suggestions to expedite the process:

1. Ensure that the principle of the business has signed the forms
2. Ensure that all insurance documents are submitted as required
3. Ensure that the packet is complete and accurate
4. Incomplete packets will NOT be accepted



DBA/Company Name: _____ TIN or SS#: _____

Principal (s) Name: _____

Address: _____ City/Zip: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

Email Address: _____

I/We, stipulate that the above mentioned person(s) and/or Company is/are an independent contractor and is/are totally responsible for any and all work performed and the methods used. It is the independent contractor's responsibility to advise Sentinel Sales and Management if any proposed work assigned may exceed the scope of their capabilities.

Furthermore, the above-mentioned person(s) and/or Company is properly licensed, bondable and possess sufficient knowledge and experience to complete the maintenance, repairs and replacement proposed on independent contractor bid or proposal. Additionally, said independent contractor declares that they have and will provide for themselves and/or their employees(s) the appropriate worker's compensation insurance and liability insurance (minimum \$1,000,000) naming SSM as additionally insured. A copy of insurance and licensing will be provided to Sentinel Sales and Management.

The above-mentioned person(s) and/or Company fully understand that Sentinel Sales and Management is an employing agent for the individual property owner and is not responsible for the contractor's workmanship or payment for services performed. Sentinel Sales and Management agrees to obtain proper approval from the property owner prior to commencement of any and all work, and agrees to process the payment of approved invoices for the property owner. However, Sentinel Sales and Management cannot release funds to vendor if the property owner or agent deems the proposed work is not completed to their satisfaction

Any legal procedures to collect outstanding monies for services rendered will only name Sentinel Sales and Management as the agent for the property owner authorized to receive notices and/or provide information on behalf of the property owner. The above-mentioned person(s) and/or company fully understand that they have a right to lien or file suit against the property or property owner if a dispute arises or payment is not rendered timely and it is the independent contractor's duty to do so.

An annual 1099 tax form will be issued to reflect total receipts paid from Sentinel Sales and Management and it is the responsibility of independent contractor to file and report taxable income to the appropriate authorities.

Independent Contractor Declaration: Checklist and Signature Page

_____I/We have read the above declaration.

_____I/We understand that SSM is the agent for the property owner and does not have authority to approve work without the property owner's permission.

_____I/We understand that a work order authorizing the maintenance requested must be received prior to commencing any work at or on the premises.

_____I/We that if I elect to perform work that have not been authorized that I will not be paid for the services.

_____I/We understand that if I perform work requested by the resident and this work is not on the work order that I will not be paid for these services and that I must collect payment directly from the resident.

_____I/We will deliver the final billing or invoice for services performed with seven (7) business days from finalizing the work requested, for payment. We understand payments of invoices are paid on a thirty (30) day net.

_____I/We understand that SSM intends to pay invoices within thirty (30) days or less, unless previous arrangements have been made.

_____I/We contact the property manager ordering the work if I need additional funds or if the contract or estimated price will exceed the work order limits for spending.

_____I/We assure management that I, any of my employees, or independent workers will not consume any alcohol, illegal drugs while on the premises, or during regular business hours.

_____I/We will not discuss details of the work being performed with the resident without the property supervisor's permission and will not discuss or disclose sensitive information discovered while performing any or all work. (I.e. discover mold in the walls, discover a rat or rat droppings, etc.)

Signature (Principle Signature) Date

Sentinel Sales and Management Representative Date

Independent Contractor & Vendor Tips for Success

1. Have the ability to communicate via e-mail
2. Make sure that your estimates are complete and cover what is asked on the “estimate request”. If you have additional recommendations, please submit those as a separate line item on the estimate
3. We encourage you to stop by our office to meet the staff that you will be working with
4. Supply us with a price sheet list of services with your vendor packet submission
5. Consider the volume of work potential from SSM and offer “preferred” rates
6. Let us know when you will be out of town (if possible) or unavailable
7. Be patient and never accept verbal authorization to do work (unless a true emergency or after hours)
8. We do this for a living... **Don't overbid**. We won't counter your initial estimate
9. Don't expect us to do your accounting. **Consistent double billing** will affect your standing within Sentinel Sales and Management.
10. Offer to host a “Lunch and Learn” (If interested in more information, please contact our marketing department at wil@utahsentinelgroup.com or 801-472-9760)
11. Don't submit a handwritten invoice. We need to send copies of these invoices to the property owner. Please type up your invoice and make sure that it has a unique invoice number (Don't label all of your invoices “Invoice 100”).
12. Be our additional “**eyes and ears**” at all of our properties by reporting anything that seems damaged and notify us of any preventative maintenance items that you see.

I have read and understand the above independent contractor and vendor tips for success

Signature of Principle:

_____ Date: _____

What do you do?

Referred By Property Manager: _____ Date: _____

Scope of Work:
(Please circle all that you do)

- | | | |
|--------------------|--------------------|------------------------|
| Alarm/Monitoring | Fire Extinguisher | Plumbing |
| Asphalt | Vinyl (Flooring) | Tree Trimming/ Removal |
| Automatic Gates | Garage Doors | Power Wash |
| Backflow | General Contractor | Pump/Drilling |
| Brick | Glass | Recycling |
| Masonry | HVAC | Hauling |
| Concrete | Hydro Flush | Appliance Replacement |
| Business Equipment | Janitorial | Appliance Repair |
| Carpet Cleaning | Landscaping | Roofing |
| Chimney Sweep | Pool Service | Disposal (Trash-out) |
| Carpet Replacement | House Cleaning | Screens |
| Electrical | Legal | Signs |
| Elevator | Lighting | Storm Drains |
| Fencing | Painting | Rain Gutters |
| Filter Service | Pest Control | Window Covering |

Other: (Please List)

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____