



**Realty Masters**  
of Florida

# VENDOR HANDBOOK

YOUR GUIDE TO WORKING WITH  
REALTY MASTERS PROPERTIES

# Vendor Handbook Table of Contents

Vendor Welcome .....	4
REALTY MASTERS .....	5
REALTY MASTERS General Policy.....	5
REALTY MASTERS Principals .....	5
REALTY MASTERS Personnel .....	5
REALTY MASTERS Teams .....	6
Team Contact Information .....	6
Communication .....	6
REALTY MASTERS Website .....	6
Company Communication .....	7
Office Information .....	7
Vendor communication .....	7
Email .....	7
Vendor Requirements .....	7
Required vendor forms .....	7
Licenses.....	8
Contractor’s license .....	8
Permits / Business Licenses .....	8
Insurance .....	8
Workman’s Compensation .....	8
General liability insurance .....	8
Social security/Tax ID .....	8
Social security requirements: .....	9
Tax ID requirements .....	9
Workmanship .....	9
Competent workmanship .....	9
Contract labor .....	9
Vehicles .....	9
Vendor supplied vehicles .....	9
Vehicle Expense .....	9
Vehicle maintenance .....	9
Vendor Vacation .....	10
Vacation notification .....	10
Keys/Entry .....	10
Vacant properties .....	10
Occupied Properties .....	10
Work Order Procedures .....	11
REALTY MASTERS Work Orders .....	11
Vendor Bids .....	11
Policies Regarding Vendors Working with Tenants .....	12
Appointments with tenants .....	12
Making the tenant appointment .....	12
The appointment .....	12
During the appointment .....	12

## Welcome! Realty Masters Vendor Handbook

Thank you for your interest in joining the Realty Masters Vendor Network! Our company manages nearly 1,000 properties in Escambia, Santa Rosa, and Okaloosa Counties. We do not have an in house maintenance team and rely solely on independent contractors in our local communities. We are always in need of quality vendors to assist us with cleaning and repairs at the rental properties and communities we manage.

Realty Masters has prepared this Vendor Handbook to assist you in achieving success working with us. In it, you will find useful information including contact information, job expectations, payment timelines, and requirements to become a Realty Masters Vendor. We recommend you keep a copy of our Vendor Handbook and the attached Vendor Packet for your records.

Additionally, the Realty Masters Vendor Guide will outline best practices for working with tenant occupied properties. Working with tenants can be challenging, and we want to inform you of these challenges ahead of time so that you can anticipate them and find solutions.

A full understanding of each other's needs and incredible communication from both your business and ours increases the chances of a successful working relationship. If at any time you encounter a situation and have a question, please do not hesitate to reach out to our team to discuss.

We look forward to working with you.  
The Realty Masters Team

## SECTION 1: REALTY MASTERS OF FLORIDA INFORMATION

### About Realty Masters of Florida

All Saints Real Estate, Inc. DBA Realty Masters of Florida is a locally owned and operated company that has been in business in Pensacola since 1998. We are a full-service real estate firm that specializes in property management, but our team also handles real estate sales. We manage nearly 1,000 single and multi-family properties for absentee owners and real estate investors.

### Realty Masters of Florida Contact Information

**Rental Office Mailing Address:** 4400 Bayou Blvd. 58B, Pensacola, FL 32503

**Sales Office Mailing Address:** 4400 Bayou Blvd. 52B, Pensacola, FL 32503

**Rental Office Phone:** (850) 473-3983 **Sales Office Phone:** (850) 453-9220

**Emergency Line:** (850) 512-6019 **Fax #:** (850) 473-3983

**Email:** [Info@PensacolaRealtyMasters.com](mailto:Info@PensacolaRealtyMasters.com) **Website:** [www.PensacolaRealtyMasters.com](http://www.PensacolaRealtyMasters.com)

### Realty Masters Office Hours

Our office hours are Monday through Friday 8:00 am- 5:00 pm and Saturday 8:00 am to 2:00 pm.

### Realty Masters Emergency Line

Realty Masters has the responsibility of handling both normal routine maintenance, turnover repairs, and emergency repairs. Our emergency line (850) 512-6019 is manned by staff members at night and on the weekends. We dispatch emergency calls as needed on a case by case basis. Upon registering as a vendor,

we will ask if you or your company handles emergency after hours calls. You may receive a call or text from the after-hours maintenance line. Please be sure to communicate back with us as timely as possible.

## Realty Masters Team Members

Realty Masters has six licensed property managers that dispatch the majority of the work, however, you will likely hear from other members of our team at different times including our bookkeeping team, front desk team, and emergency phone team. You can view a current list of our staff on our website at [www.PensacolaRealtyMasters.com](http://www.PensacolaRealtyMasters.com) to help you become familiar with our team members.

Realty Masters has assigned property managers, who are licensed Realtors, to oversee a portfolio of properties. They work with vendors to handle issues with owners, tenants, and maintenance for their specific properties. Property managers are the ones who assign work, approve estimates, and pay invoices.

If you are unable to reach the property manager who has assigned you the work order, it is likely that the office team can assist you. Do not hesitate to reach out to anyone on our team for assistance.

## Contact Realty Masters of Florida Management

Realty Masters is a locally owned company, owned by Pamela Keen and her two daughters Nicole St. Aubin and Christine Laughlin. Feel free to reach out to our management team at any time should you need assistance. Nicole and Christine can both be reached at (850) 473-3983 or via email [Nicoles@PensacolaRealtyMasters.com](mailto:Nicoles@PensacolaRealtyMasters.com) or [Christine@PensacolaRealtyMasters.com](mailto:Christine@PensacolaRealtyMasters.com)

## Realty Masters Manages Properties and Does Not Own Them

Please note, we do not own the properties you are working on. We manage these properties for the property owner. We are unable to make decisions above our authorized repair limit in the management agreement and outside of the property owner's instructions. Please understand that we work as fast as possible to reach the property owner, however, we are not always able to reach the owner immediately. This does slow down the repair process and can cause delays in job approval and job payments.

## Realty Masters General Policies

Realty Masters adheres to the following policies:

- Realty Masters is an Equal Opportunity Employer.
- Realty Masters supports the laws and guidelines of all Fair Housing laws and regulations. Realty Masters has a strict no tolerance policy for any type of discrimination or intolerance, including hateful or racist comments, speech, or actions of any kind.
- Realty Masters has a drug-free policy for all vendors, personnel, employees and tenants.
- Realty Masters follows the rules and regulations of the Florida Real Estate Commission.
- Realty Masters follows strict adherence to city, county, and state codes and ordinances and expects all Vendors to do the same.
- Realty Masters strictly forbids any sexual harassment of employees, personnel, vendors, owners, tenants, or applicants.

Violating any of these policies are immediate grounds for disqualification from the vendor network.

## SECTION 2: VENDOR REQUIREMENTS AND EXPECTATIONS

### All Vendors Are Independent Contractors

- All vendors are independent contractors. Realty Masters does not employ any vendors, nor treat any vendor as an employee.
- All work supplied by Realty Masters is given to Vendors on a “contract labor” basis.
- The Vendor is responsible for reporting their income to the appropriate governmental agencies.
- Realty Masters issues 1099s for work exceeding \$600 as required by the Internal Revenue Service.

### Requirements for Vendors

Realty Masters requires all vendors to complete and submit the Vendor Packet prior to bidding or completing any job. The Vendor Packet is comprised of:

- Realty Masters Vendor Handbook
- Realty Masters Vendor Information Form
- Realty Masters Vendor / Broker Agreement
- Realty Masters Vendor Liability Statement
- Workers Compensation Information from the State of Florida

Additionally, we ask that you provide copies of:

- General Liability Insurance Certificate with Realty Masters as a certificate holder
- Proof of Workers Compensation Insurance **or** Valid Workers Compensation Exempt Card **AND** Vendor Liability Statement
- IRS W-9
- EPA Certificate or any additional certifications, if applicable

### General Liability Insurance

- Realty Masters requires that vendors carry a minimum \$ 1,000,000.00 of General Liability Insurance coverage.
- Realty Masters requires that Realty Masters be named as an Additional Insured on the Certificate of General Liability Insurance.
- All of Vendors General Liability Insurance should not exclude multifamily dwelling projects or homeowners’ associations.
- Realty Masters requires an original endorsement of all yearly renewals.
- Realty Masters requires notification if the insurance company changes.

### Workers Compensation or Workers Compensation Exemption

- Realty Masters requires all vendors to carry current Workman’s Compensation if they have employees.
- Realty Masters requires the vendor notify their Workman’s Compensation Company and request them to furnish Realty Masters with an original endorsement of the policy. Additionally, Realty Masters requires notification of any insurance changes.
- If at any time, worker’s compensation expires, Realty Masters will no longer be able to cut a check for payment for the job as our system will not allow it.

- In certain cases, Realty Masters will allow contractors to proclaim that they are exempt. In this instance, they must provide a copy of the state issued Workers Compensation Exempt Card in addition to the signed Vendor Liability Statement.

## Proper Licensing

- Realty Masters requires all vendors to have a contractor's license if the city/county/or state requires a license to legally complete work. If your work does require a license, please attach a copy to the Vendor Information Form.
- Examples of licensed contractors are plumbers, electricians, general contractors, etc.
- Handymen must have proper business license tax receipt from the counties they will be working in and supply a copy to Realty Masters. Those defined as cleaning, lawn, and handymen services agree to perform work only in the scope as authorized by law.

## Social Security or Tax ID Number

In order to be a vendor for Realty Masters, you have a social security number or a Tax Identification Number and submit a signed W-9 with your vendor package. Vendors have two choices when completing their W-9 and can supply either a social security number or tax identification number.

- **Social security number requirements:** Personal names and mailing address are required with social security numbers on your 1099.
- **Tax ID requirements:** A company name and mailing address is required with a Tax Identification number on your 1099.

## Permits When Required

- Realty Masters requires permits to be pulled when deemed necessary by the city, county or state to complete a job.
- The cost of the permit should be included in the estimate. It is the responsibility of all Vendors to obtain and pay for any necessary permits that are legally necessary for the Vendor to perform their work.

## EPA Certification

The Lead Renovation, Repair and Painting Rule (RRP Rule) requires that firms performing renovation, repair, and painting projects that disturb lead-based paint in homes built before 1978 have their firm certified by the Environmental Protection Agency (EPA). This requirement, which has been in place since 2010, requires certain training, procedures, lead-safe work practices, and clean up requirements. Realty Masters requires all Vendors completing jobs on pre-1978 homes be aware of these rules and possess the EPA certification.

## Competent Workmanship

- Realty Masters requires the vendor to supply competent work of a good quality. Vendors must bid and complete their jobs accordingly.
- The vendor guarantees they will redo the work to the reasonable satisfaction of Realty Masters or the property owner, if required.

## Vendors Vehicles and Maintenance

The Realty Masters policy on vendor vehicles is as follows:

- All vendors must supply their own vehicles.
- Vendors must carry appropriate insurance for their vehicles.
- REALTY MASTERS does not reimburse vendors for any vehicle or mileage expenses.
- Vendors are responsible for maintaining their own vehicles.
- Vendor vehicles must maintain a reasonable appearance.
- Continual mechanical problems with vehicles causing cancellation of tenant appointments can be the cause for removal from the Realty Masters vendor program.
- Unless it is necessary to park in the driveway to perform required work, vendors are to park in front of the property.
- If a vendor's vehicle causes damage, such as an oil leak, it is the vendor's responsibility to repair the damage immediately and at Vendor's cost.

## SECTION 3: VENDOR EXPECTATIONS

### Vendor Communication

A successful relationship of any kind cannot flourish without good communication from all parties. Realty Masters will communicate with our vendors by phone, email, and text. We do prefer to have communications in writing as it helps us to work more efficiently and to keep good records. We encourage all vendors to communicate using email to contact us quickly and efficiently.

### Issuing Work Orders to Vendors

Realty Masters routinely issues work orders by emailing them to the vendor(s).

- While Realty Masters may call you to report of an urgent need for a job or to ask your availability, Realty Masters will always send a written work order via email from our management software.
- The vendor is responsible for paying for all parts and materials required for the work order, unless there are special arrangements that have been authorized by Realty Masters.

On the work order, you will find pertinent information including:

- Detailed job description
- Whether the property is vacant or occupied and instructions to gain access
- Tenant contact information, if necessary
- Repair limits or authorization

It is important that you keep in contact about a job's status. We expect that you will let us know if you have any issues that prevent you from timely bidding or completing a job.

### Work Order Repair Limit

Realty Masters has a dollar limit for all work requests and we cannot exceed this amount without the homeowner's authorization.

- This limit is typically \$200 per our management agreement, however, it is not always \$200 so refer to the work order for any other instructions.
- Vendors are to notify Realty Masters immediately if the problem exceeds the authorized amount on the work order.

## Vendor Estimates

Some work requires bidding by the vendor and then approval of bids by the owner. This is most common when the job involves a lengthy list of repairs or when the property is vacant and being turned over for a new tenant. The procedures for estimates are:

- Realty Masters sends a bid request on a Realty Masters work order form requesting an estimate.
- Vendors are to notify Realty Masters if they are aware they will be unable to offer a bid and complete the work in a timely manner.
- Submission of a bid by the Vendor does not constitute work approval. Never assume that the bid will be approved and begin work until you are notified by a Realty Masters employee or the property owner. Realty Masters will NOT compensate Vendors for repairs completed without property authorization.
- If the owner approves the bid, Realty Masters will contact the Vendor. When Realty Masters receives the approval or denial from the owner, Realty Masters will notify the vendor by either telephone or e-mail.
- Realty Masters requires all estimates to be put in writing and to show a breakdown of materials and labor, when applicable.
- Realty Masters encourages all Vendors to use written contracts for all work performed for Realty Masters and the Vendor should have the contract signed by homeowners / clients of Realty Masters on all contracts over \$250.

## Obtaining Access to Properties- Vacant Properties

Realty Masters uses a combination lockbox system on all vacant properties to facilitate easy access for vendors.

- Use the lockbox code or key issued.
- When using the lockbox, do not leave the key in the door to prevent theft.
- When finished with the lockbox, replace the key in the lockbox and close so that it is completely locked. Be sure to scramble the code so it is not left on the code to obtain the key when you leave.
- If a vendor accidentally takes a key, they are required to return it to the lockbox immediately.
- Report any missing or malfunctioning lockboxes to Realty Masters.
- If a lockbox is not available, Vendor agrees to come to the Realty Masters office to pick up a key and return it upon completion of the job.

## Obtaining Access to Properties- Occupied Properties

- Realty Masters prefers the tenant provide access to the property and that the adult tenant is present during the repair.
- If, and only if, the tenant on the work order authorizes key check out, Realty Masters will facilitate the key check out. The Vendor must receive approval from the property manager to authorize the Vendor to pick up a key from the Realty Masters office.
- If the vendor has obtained a key to an occupied property, it is the responsibility of the vendor to return all keys to REALTY MASTERS when completing work and NOT to the tenant.
- See guidance under “Procedures During the Appointment” for more information.

## Inability to Timely Complete Work

The vendor shall notify Realty Masters immediately if there is a delay beyond the contractual time frame for the Vendor to complete a work order. Realty Masters will then make a decision on the completion of the work request.

## Vendor Vacation

Realty Masters requests that vendors notify us of scheduled vacations or times that you will be unavailable to take work orders. Realty Masters makes this request for scheduling in the event of an emergency, disasters, or incomplete work requests.

## SECTION 4: Policies Regarding Vendors Working with Tenants

### Making the Tenant Appointment

Vendors are NOT able to show up to an occupied property without making contact and scheduling an appointment. As Florida is a stand your ground state, a tenant may be authorized to shoot someone they feel is an intruder entering their property. We have established the following guidelines to help protect the safety of both Realty Masters Vendors, staff, and tenants.

- It is the responsibility of the Vendor to schedule an appointment with the tenant to make repairs.
- Realty Masters informs tenants when taking a work order that a vendor will be contacting them directly.
- Additionally, Realty Masters supplies the tenant with the vendor's contact information so they can be looking out for their call or make contact on their own.
- Realty Masters requires vendors to set specific appointment times with tenants after receiving a work order request.
- If Vendors are having difficulty reaching a tenant, Vendors are to notify the Realty Masters office and Realty Masters will assist the Vendor in notifying the tenant by calling, texting, emailing, or posting legal notice to enter.

### Arriving to the Tenant Appointment

- Vendors are to be dressed appropriately for the maintenance work to be performed.
- Vendors are encouraged, but not required, to wear clothing that identifies their company.
- Vendors are to carry proper identification to show tenants should the Tenant request a copy of the Vendor's identification.
- Vendors are to arrive at the appointed time or within 10 minutes.
- If vendors experience a delay in arriving on time, they are to contact the tenant directly. If they cannot reach the tenant, they are to contact the Realty Masters office.
- Vendors are to knock on the front door and/or ring the doorbell prior to entering a tenant's home.
- Vendors are not to enter properties unless a resident is there and/or they have been given permission to enter.
- **Vendors are not to enter a property unless there is a responsible party present. A responsible party cannot be under the age of 18 years.**
- If the tenant fails to meet the appointment, Vendors are to notify the Realty Masters office. Realty Masters will contact the tenant to find out the reason for the cancelled / missed appointment and then will advise the Vendor.

### During the Tenant Appointment

- Vendors are to be courteous and professional at all times.
- Vendors are to clean up after themselves on every job.

- Vendors are to avoid moving tenant possessions unless it is necessary to perform the required maintenance. Vendors are to request the tenant to move their possessions whenever possible.
- If there is ANY issue with the resident or with the property, Realty Masters asks that you immediately contact the property manager or the Realty Masters office to discuss.
- If tenants ever pose a threat to any of our Vendors, Vendors are to immediately leave the property and notify Realty Masters as soon as possible.

## Communicating Vendor Repairs with Tenants

- We ask that you not discuss specifics of repairs with tenants unless necessary for the tenant to correct a behavior or action that has caused an issue or is causing an issue at the property.
- Vendors are not to make comments on repairs, lack of repairs, or the condition of the property to tenants.
- Vendors are not to discuss the details of the repairs with the tenants or suggest other repairs to the tenants.
- Vendors are not to make any promises on future repairs to tenants unless it is within the scope of the work order request.

## Additional Repairs Requested by Tenants

- Vendors are to call Realty Masters from the property, if it is necessary for Realty Masters to clarify the details of the work that needs to be performed.
- Vendor shall also call Realty Masters to request permission to perform additional maintenance that is necessary for the vendor to solve the underlying maintenance issue.
- If tenants request other work the Vendor is capable of doing and the Vendor is willing to do, the Vendor should call Realty Masters to discuss.
- If tenants request other work outside of the scope of the Vendor's ability, the Vendor shall instruct the tenant to call Realty Masters or visit our website to place a work order.

## Tenant Caused Damages

If during a job at a property you determine that the repair was a result of the tenant's negligence or abuse, make sure that you give a detailed description of your observations and findings when you submit your invoice. If possible, please submit pictures as well.

## Reporting Dangerous or Unsanitary Conditions

We do rely on our Vendors to communicate their findings at a property to us. We ask that you reach out to Realty Masters to report unusual findings, dangerous situations, suspected illegal activity, or unsanitary living conditions at a property.

# SECTION 5: BILLING AND PAYMENT PROCEDURES

## Vendor Billing Procedures

In order to ensure quality customer service for our owners and tenants, we ask that Vendors timely complete all jobs and submit a bill upon completion of the job so that we may update our system. Because of this, Realty Masters **requires all invoices be turned in within 2 weeks (10 business days) upon**

**completion of work. Invoices can be submitted to the property manager via email, emailed to [info@PensacolaRealtyMasters.com](mailto:info@PensacolaRealtyMasters.com), or dropped by the Realty Masters office**

- Realty Masters reserves the right to reject invoices submitted outside the 2 Week Invoice submission period.
- We request that you submit photos of the work performed, before and after, when you submit your invoice.
- If there is a question about any bill or invoice submitted by a Vendor, Realty Masters will contact the Vendor for clarification.
- When using email to submit invoices, we request that you put the property address in the subject line along with the word INVOICE in all capital letters. With internet viruses, we are often weary of opening attachments and this will avoid oversight or deletions of your message

## Realty Masters Payment Policies

It is Realty Masters goal to pay vendors promptly, however, as we issue so many payments, we must follow certain procedures in order to efficiently process payments. Because of this, we develop a vendor pay schedule at the beginning of each year which typically reflects Vendor checks cut every 2 weeks, or twice a month. You can find a current copy of our Vendor Pay Day Schedule on our website at [www.PensacolaRealtyMasters.com](http://www.PensacolaRealtyMasters.com) under the Vendor tab.

Additionally, the following payment policies are in effect:

- All Vendors must be able to work off a 30-day payment plan.
- We do not pay down money for materials and expect that all Vendors furnish the materials they need for the job.
- Realty Masters does not pay maintenance bills from Realty Masters own operating funds.
- Property owners are responsible for payment of maintenance to Vendors, not Realty Masters.
- Realty Masters cannot make payments if funds are unavailable in an owner's account.
- Vendors receive payments through the Realty Masters Client Escrow account or directly from the owners themselves.
- Realty Masters requests that a photograph showing completion of the task be sent upon notifying Realty Masters of completion of work and/or submitting an invoice for payment.
- Realty Masters reimburses Vendors for parts and materials only when the vendor submits invoices for payment. Any work or materials that have not been ordered or authorized by Realty Masters will NOT be reimbursed.
- If the Vendor's license, insurance, or worker's compensation insurance or exemption expires, Realty Masters will be unable to cut any further checks to the Vendor.

Realty Masters is regularly audited by our workers' compensation insurance provider. In order for Realty Masters to operate with a good Workers Compensation insurance status and to continue to pay your company as a Vendor, we will need your help in maintaining your records over time. It is the responsibility of the Vendor to provide all license, insurance, and worker's compensation or worker's compensation exemption renewal information to the office.

## Past Due Invoices & Open Work Order Reports

If you submitted an invoice for a completed job and it is not paid within 30 days, Realty Masters asks that you reach out to the property manager who assigned the work or to one of the managers to follow up on payment. Realty Masters property managers and management may occasionally reach out to you regarding past due invoices or open work order reports to try to resolve open maintenance tickets in the

system. Realty Masters asks that you timely and thoroughly respond to these requests with any Vendor notes regarding the job.

## Year End Procedures & 1099 Tax Forms

Per IRS guidelines, Realty Masters issues the Internal Revenue Service Form 1099-MISC to all vendors who are paid over \$600.00 during the calendar year. Additionally, Realty Masters reports this income to the IRS. Upon receiving your 1099, we request that you review it immediately upon receipt for accuracy. Should there be an error in the Vendor's 1099 issued by Realty Masters we will promptly submit the correct 1099 to the IRS.

## Vendor Handbook Conclusion

We hope that you have found this Vendor Handbook useful. Please let us know if there are questions or concerns after you have reviewed this information. Our hope is that this Vendor Handbook will clarify the expectations and help form a solid working relationship between you, the Vendor, and Realty Masters so that we can prevent unwarranted misconceptions or problems. We look forward to working with you. We are always happy to help you anytime.

## ACKNOWLEDGEMENT OF VENDOR HANDBOOK

I agree to the terms and conditions outlined in the Realty Masters Vendor Handbook and I have received, read and understood a copy of the Realty Masters Vendor Handbook.

---

Printed Vendor Name

---

Authorized Signature

---

Date

## SECTION 6: REQUIRED REALTY MASTERS VENDOR FORMS

Please see the attached Vendor Forms required in order to join the Realty Masters Vendor network. Please utilize and return the attached checklist.

Checklist for Required Forms:

1. \_\_\_ A copy of your business license for counties your business operates in
2. \_\_\_ A copy of your Certificate of Liability Insurance
3. a. \_\_\_ Proof of Workers Compensation coverage **OR**  
b. \_\_\_ Valid Workers Compensation Exempt card **AND** C. \_\_\_ Vendor Liability Statement (attached)
4. \_\_\_ W-9 Tax form (attached)
5. \_\_\_ Vendor Information Form (attached)
6. \_\_\_ Vendor Broker Agreement (attached)
7. \_\_\_ EPA Certification, if applicable ( yes / no )

*Return this checklist with your new vendor packet. An incomplete package will not be considered.*

Please note that some of the forms require them to be executed in front of a notary. We do have two notaries on staff so feel free to call ahead to schedule a time to get these documents notarized at our office.

We look forward to working with you! Please reach out to our office with any questions about our policies of this handbook.

# Realty Masters **VENDOR INFORMATION FORM**

VENDOR NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

LEGAL COMPANY NAME \_\_\_\_\_

FEDERAL TAX I.D. NUMBER \_\_\_\_\_

BUSINESS LICENSE NUMBER(S) \_\_\_\_\_

LIABILITY INS. CARRIER \_\_\_\_\_

POLICY NUMBER(S) \_\_\_\_\_

WORKERS COMPENSATION \_\_\_\_\_

POLICY NUMBERS \_\_\_\_\_

**TYPE OF ENTITY** CORP\_\_\_ PSHIP\_\_\_ SOLE PROP\_\_\_ **ARE YOU EPA CERTIFIED?** YES / NO

I CERTIFY THAT THE ABOVE IS TRUE AND CORRECT AND THAT I AM AN AUTHORIZED COMPANY REPRESENTATIVE. I AGREE THAT I WILL NOT HOLD THE PROPERTY MANAGEMENT COMPANY, ITS AGENTS, EMPLOYEES OR ASSIGNS LIABLE FOR THE PAYMENT FOR ANY WORK PERFORMED OR MATERIALS PROVIDED FOR THE PROPERTIES WHICH ARE OR WERE MANAGED BY THE PROPERTY MANAGEMENT COMPANY. I AGREE TO SUBMIT INVOICES FOR WORK PERFORMED WITHIN THIRTY (30) DAYS OF COMPLETION OF THE WORK.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
VENDOR SIGNATURE

\_\_\_\_\_  
VENDOR PRINTED NAME

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_ DAY OF \_\_\_\_\_ 20\_\_ THE ABOVE SIGNATORIES WHO DID NOT TAKE AN OATH AND ARE \_\_\_ PERSONALLY KNOWN TO ME OR \_\_\_ PRODUCED THE FOLLOWING FORM OF ID \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

(SEAL HERE)

\_\_\_\_\_  
PRINTED NAME

COMMISSION# \_\_\_\_\_ COMMISSION EXPIRATION DATE \_\_/\_\_/\_\_

# Realty Masters **VENDOR / BROKER AGREEMENT**

This agreement is made this \_\_\_ day of \_\_\_\_\_ 20\_\_ by and between **Realty Masters of FL**, hereinafter **BROKER** and \_\_\_\_\_, hereinafter **VENDOR**.

VENDOR agrees that BROKER has no ownership interest in the properties managed by BROKER. VENDOR agrees that BROKER is an agent of the respective owners of the managed properties. VENDOR agrees to hold BROKER, its employees, agents and assigns harmless for any failure of any property owner to pay for services, supplies, parts, material and/or labor ordered by owner and/or BROKER on behalf of or at the request of owner. VENDOR agrees that they shall do no other work on the property other than that 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 rental premises.

VENDOR agrees to look solely to the owner of the premises where services are performed in the event of any outstanding balances and/or disputes. Owner's name and address will be provided upon request. VENDOR agrees to submit invoices to BROKER for work performed within thirty (30) days of completion of the work.

VENDOR agrees and affirms that it carries the 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 or damages suffered by VENDOR, its employees, agents and/or assigns arising out of performance of the requested services.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
VENDOR

\_\_\_\_\_  
BROKER

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_ DAY OF \_\_\_\_\_ 20\_\_ THE ABOVE SIGNATORIES WHO DID NOT TAKE AN OATH AND ARE \_\_\_ PERSONALLY KNOWN TO ME OR \_\_\_ PRODUCED THE FOLLOWING FORM OF ID \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

(SEAL HERE)

\_\_\_\_\_  
PRINTED NAME

COMMISSION# \_\_\_\_\_ COMMISSION EXPIRATION DATE \_\_/\_\_/\_\_

# Realty Masters **VENDOR LIABILITY STATEMENT**

I, \_\_\_\_\_, AGREE THAT I AM AN INDEPENDENT CONTRACTOR WORKING UNDER A WORKERS COMPENSATION "EXEMPT" STATUS.

I AGREE THAT I WILL NOT BRING ANY OTHER WORKERS OR FAMILY MEMBERS TO WORK AT JOB SITES ASSIGNED TO ME BY REALTY MASTERS OF FLORIDA.

VIOLATION OF THIS AGREEMENT WILL RESULT IN THE TERMINATION OF ANY WORK BEING ASSIGNED TO YOU BY REALTY MASTERS UNTIL PROOF OF WORKERS COMPENSATION INSURANCE IS PROVIDED.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
VENDOR SIGNATURE

\_\_\_\_\_  
VENDOR PRINTED NAME

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_ DAY OF \_\_\_\_\_ 20\_\_ THE ABOVE SIGNATORIES WHO DID NOT TAKE AN OATH AND ARE \_\_\_ PERSONALLY KNOWN TO ME OR \_\_\_ PRODUCED THE FOLLOWING FORM OF ID \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

(SEAL HERE)

\_\_\_\_\_  
PRINTED NAME

COMMISSION# \_\_\_\_\_ COMMISSION EXPIRATION DATE \_\_\_/\_\_\_/\_\_\_