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**PROCEDURES FOR OWNERS WHO WANT TO USE THEIR OWN VENDORS:**

We understand sometimes our owners already have a relationship with a vendor they know & trust. We have developed the following procedures for how T2M Real Estate (T2MRE) works with owner’s vendors to ensure there is no confusion or frustration for anyone.

**1. T2MRE needs to schedule the vendor work.**

- a. We will provide the vendor with a list of items that need to be done & request an estimate of costs. This ensures all the items that need to be done will be completed in one trip.
  - i. Once we have a bid from the vendor for the work to be done we will contact the owners with a copy for their approval.
  - ii. Any additional items that are discovered that need to be repaired during the work process will be communicated to the owners for their approval along with an approximate cost.
    - 1. Please remember vendors sometime get into a job & discover additional damages so costs can slightly increase due to this factor.
- b. Upon completion of the work T2MRE will inspect the work has been completed & it meets the standards of T2MRE.

**1. Payment**

- a. If the owner is paying the vendor directly we will notify you the work is done & it is ok to release a check.
- b. If T2MRE is paying the vendor they must go through the following processes:
  - i. All vendors must fill out a W-9 form
  - ii. All vendors must fill out a Workman’s Comp Waiver
  - iii. Checks will be paid & released on the Friday of the week following the completion of the work to allow T2MRE time to get the checks written.
    - 1. Checks will be mailed out immediately.

***I agree to the following terms:***

\_\_\_\_\_ Owner \_\_\_\_\_ date

\_\_\_\_\_ Owner \_\_\_\_\_ date

***I will be using the following vendors:***

Vendor Name: \_\_\_\_\_ phone \_\_\_\_\_

Type of work vendor will be performing: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ phone \_\_\_\_\_

Type of work vendor will be performing: \_\_\_\_\_

\_\_\_\_\_

**Vendor will be paid by:** \_\_\_\_\_ Owner \_\_\_\_\_ T2MRE (please check one)