

## **Steward Property Management New Vendor Package:**

Steward Property Management Inc. is committed to promptly paying you for services you have provided. And in order to do so – we have provided the following invoice and payment processing instructions. Please submit all of the material requested below.

### **Required vendor forms:**

- 1.) Vendor agreement
- 2.) Vendor submittals

### **Other vendor forms**

- 1.) Change of information form
- 2.) Vendor incident form

## **Vendor Agreement**

### **Confidentiality ~ with regards to property information, owner / tenant information, all Steward staff.**

- 1.) Vendors are to keep all information completely confidential at all times
- 2.) Social media – vendors are not to post any information or pictures on any social media

### **Workmanship**

- 1.) Vendor guarantees repairs - and will return on a “recall work order” within 30-days, other than for specific contracted work for major improvements which, the terms of which, will be based on an attorney approved contract for the specified work.
- 2.) All work must be completed in a workmanship like fashion
- 3.) Vendors are to appear clean and dressed appropriately for maintenance work
- 4.) Vendors are “Required” to carry identification to show tenant at all times
- 5.) Vendors are to arrive on time to appointments
- 6.) Vendors are not to enter property unless a resident over 18 gives permission to enter
- 7.) Vendors are required to ask tenant to move their own possessions out of the work area as needed
- 8.) Vendors are to be courteous and professional at all times
- 9.) Vendors are to clean up their work, leaving the home in the same condition as which it was found.

### **Working with tenants:**

- 10.) Vendors are NOT to comment on repairs, lack of repairs, or the condition of the property to tenants
- 11.) Vendors are NOT to discuss in detail the repairs and only give out appropriate information
- 12.) Vendors are NOT to make promises to tenants- vendors must use good judgment in all communications
- 13.) Vendor are NOT authorized to take work requests from tenants
- 14.) If tenants pose a threat, vendors are to immediately leave the property and notify Management as soon as possible, complete an incident report and deliver immediately to Steward Property Management.

### **Work Estimates~ Work Orders**

- 15.) No work will commence without written approval from management
- 16.) Change orders must be submitted to management in writing and will not be approved unless approved and signed for by management/property owner
- 17.) All estimates must contain specific materials and warranty, and include material price, labor & tax
- 18.) All work approved must be started and completed within a reasonable time frame. Most jobs should start and be completed within 2 days of being approved.
- 19.) Vendors must use Steward lockboxes for vacant properties in a responsible manner, do not give out codes, immediately return all keys, do not make copies of keys. Steward does not release keys for occupied units.
- 20.) Turn off lights and AC that you have turned on or adjusted.
- 21.) Vendor to submit photos on day of completion and forward to management to confirm job completion

### **Contract labor**

- 1.) All work in on a “Contract Labor” basis
- 2.) All vendors are not considered employees of Steward and are not considered employees of owners and or tenants of any of our managed properties.
- 3.) Vendor is responsible to report their income to any and all appropriate governmental agencies
- 4.) 1099's will be issues for work exceeding \$600 as required by the IRS

## Vendor Agreement Continued

### **Billing and Payment Procedures:**

- STEWARD PROPERTY MANAGEMENT forwards the Monthly Maintenance Summary and vendor invoice/billing to the appropriate Steward team member for approval by the 15th and the 30<sup>th</sup> of each month.
- Once the invoice is matched with the contract/estimate and is approved by the manager, the Associate Team Member then tracks the invoice in our database and then forwards it to the Accounting Division.
- The bookkeeper will issue the funds to the vendor during the normal 15, 30-day bookkeeping cycle.
- If there is a question on the bill, the Steward Associate Team Member will contact the vendor to work out any discrepancy.

### **Disbursement of vendor payments:**

- Steward disburses vendor payments every 15, 30-day cycle.
- It is the Steward Property Management policy to pay Vendors promptly within the 30-day cycle.
- STEWARD PROPERTY MANAGEMENT does not disburse funds outside of the bookkeeping cycle unless there are extenuating circumstances approved in advance by STEWARD PROPERTY MANAGEMENT.
- STEWARD PROPERTY MANAGEMENT disburses payments from the STEWARD PROPERTY MANAGEMENT Trust Account on Friday of every other week.
- STEWARD PROPERTY MANAGEMENT does not pay vendors in cash, and STEWARD PROPERTY MANAGEMENT does not keep cash in the STEWARD PROPERTY MANAGEMENT office.
- STEWARD PROPERTY MANAGEMENT cannot make payments if funds are unavailable in the Steward / Owners Trust Account- Every effort is made by the Steward Team to expedite the request for funds from owners.
- STEWARD PROPERTY MANAGEMENT will keep the vendor apprised of the status of incoming funds.
- STEWARD PROPERTY MANAGEMENT will notify the vendor if the owner is disbursing the payment directly to the vendor.
- STEWARD PROPERTY MANAGEMENT mails payments to vendors unless the vendor contacts STEWARD PROPERTY MANAGEMENT to pick up funds.
- STEWARD PROPERTY MANAGEMENT complies with any court ordered deductions for vendors.
- STEWARD PROPERTY MANAGEMENT will notify the vendor if STEWARD PROPERTY MANAGEMENT receives a court order.

### **Year End Procedures**

\*1099 miscellaneous

STEWARD PROPERTY MANAGEMENT issues to the IRS (Internal Revenue Service) a 1099-miscellaneous to all vendors who exceed work above \$600.00 by January 31 of the following year.

It is the vendor's responsibility to report any discrepancies to STEWARD PROPERTY MANAGEMENT as soon as possible so that STEWARD PROPERTY MANAGEMENT can correct the 1099.

STEWARD PROPERTY MANAGEMENT requests that vendors review their 1099's immediately and report any discrepancies by February 20 before STEWARD PROPERTY MANAGEMENT files 1099's with the Internal Revenue Service.

Vendor has read and agrees to all of the above \_\_\_\_\_  
Signature

Vendor Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

## Vendor Submittals

**For Vendors of our Single family, multi-residential, short-term operations, must comply with the below:**

- a.) Signed and dated W9. The Live link can be filled online, saved to your desktop, then emailed to us.  
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- b.) Business License
- c.) General Contractors license – contact C.S.L.B. for more information <http://www.cslb.ca.gov/>
- d.) Vendor agreement completed in full & signed and dated
- e.) Insurance Requirements:

General Liability:	Required Limit:	Coverage:	Attached- ✓
	\$1,000,000	Each occurrence	
	\$2,000,000	Aggregate	
	\$1,000,000	Product-Completed Operations Aggregate	
	\$1,000,000	Personal and Advertising Injury	
If your company has no owned vehicles-as such I am providing \$1,000,000 in coverage for hired and non-owned auto. I understand that if my company purchases one or more autos at any time in the future this variance will no longer apply.			* Initial here *
Auto Liability:	\$1,000,000	Any auto ~ combined single limit	
Excess Liability:	\$2,000,000	Each occurrence	
	\$1,000,000	Aggregate	
Workers' Comp:	\$500,000	Each accident	
	\$500,000	Disease	
	\$500,000	Disease policy limit	
I certify that I am a sole proprietor with zero (0) employees and request exemption from the workers comp requirements. I understand that if I hire one (1) or more employees at any time in the future this exemption will no longer apply. Workers comp insurance is required for all vendors with one or more employees regardless of state requirements.			* Initial here *
All policy certificates must state 30 - day notice of cancellation			
Additional insured language is included below: STEWARDS PROPERTY MANAGEMENT, LLC, THE OWNERSHIP ENTITIES OF THEIR OWNED OR MANAGED PROPERTIES, INCLUDING THEIR PARENT ORGANIZATIONS AND THEIR RELATED ENTITIES, THEIR OFFICERS, DIRECTORS, PARTNERS, MEMBERS, MANAGERS AND EMPLOYEES are additional insured on the general liability policy have been included as additional insured on the general liability policy solely in regard to goods and/or services provided by the named insured. The General Liability Primary and Non-Contributory Endorsement is required. VENDOR IS REQUIRED TO INCLUDE ENDORSEMENT CG2010 11 85. IF THE CG2010 11 85 ENDORSEMENT IS NOT AVAILABLE, EQUIVALENCY CAN BE ACHIEVED BY PROVIDING CG2010 10 01 AND CG2037 10 01 ENDORSEMENTS. INSURANCE AGENTS: If your insured has a scheduled endorsement the aforementioned parties must be included in the schedule and a copy of endorsement must be submitted along with the certificate. If your insured has a blanket endorsement, it must also be submitted along with the certificate. Language regarding additional insured status does not need to be reflected in the Description of Operations section of the certificate. Attach a copy of the General Liability Primary and Non-Contributory Endorsement.			
Certificate holder box shows: Steward Property Management, LLC			
My firm is an off-site vendor and is exempt from the foregoing insurance requirements			* Initial here *

**H.O.A. (Homeowners Association Vendors), must apply via**

**<https://www.businesscredentialingservices.com>**

Please contact Business Credentialing Services at 862-242-5500 for any questions.