



MINIMUM VENDOR REQUIREMENTS

1. Maintain internet access, email, and computer systems with capable to handle the work capacity covered by the Master Vendor Agreement. Vendor must be capable to receive work orders and related communication by email on a 24-hour basis.
2. All VENDOR personnel shall have operating cell phones on the job site, turned on and available to receive job-related communications.
3. Have digital camera with ability to transmit photos to MANAGEMENT; (*before and after photos required for each work order*)
4. Shall maintain, at all times, documentary proof certifications or licenses.
5. Provide a minimum 90-days craftsmanship warranty for all work performed.
6. General liability insurance providing coverage for all premises, operations, products, and completed operations. Such coverage shall be written with the following minimum limits:

EMPLOYER'S LIABILITY INSURANCE

1	Bodily Injury by Accident	\$500,000 each accident
2	Bodily Injury by Disease	\$500,000 each employee
3	Bodily Injury by Disease	\$500,000 policy limit

COMPREHENSIVE GENERAL LIABILITY

1	General Aggregate	\$1,000,000 (\$1M/\$500K/\$1M)
2	Products/Comp/Op. Aggregate	\$1,000,000
3	Personal & Advertising Injury	\$500,000
4	Each Occurrence	\$500,000
5	Fire Damage	\$50,000
6	Medical Exp. (Any one person)	\$50,000

7. Physical business address (could be home address of principal)
8. Vehicle insurance – bodily injury and property damage (\$100,000 combined single unit)



VENDOR APPLICATION

COMPANY INFORMATION

COMPANY NAME _____

CONTACT NAME _____

PHONE _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

EMAIL _____

BUSINESS TAX ID _____
(or Social Security Number)

ABOUT COMPANY

SERVICES PROVIDED _____

NO. OF EMPLOYEES _____

NO. OF SERVICE TRUCKS _____

DO YOU OFFER 24 EMERGENCY SERVICES? ____ YES ____ NO

COVERAGE/SERVICE AREA _____

RATES

SERVICE CALL \$ _____

HOURLY RATE \$ _____

AFTER HOUR EMERGENCY COST \$ _____

ANY DISCOUNTS? _____

Attached the following:

- General Liability Insurance
- Workers Compensation Insurance
- Automotive Insurance
- Trade License / Certificates
- Voided check
- W-9

SEND APPLICATION AND SUPPORTING DOCUMENTS TO MAINTENANCE@JOGIP.COM.



INTRODUCTION

Thank you for your interest in becoming a vendor for JoGip Property Management. We are always in search of reliable vendors to provide various services and repairs to our properties. We work with all vendors, small or large. We are a local, single-family residential property management company in need of home repair and service vendors in the below categories:

- General Contractors
- Electricians
- Pressure Washing
- Roofers
- Landscaping/Lawn Mowing
- Appliance Repair
- Handyman
- Flooring Installers
- Concrete Repair
- Pest Control
- Turn/Make Ready Vendors
- Cleaners / Maid Service
- Sprinkler Repair
- Plumbers
- Painters
- HVAC
- Fencing Contractors
- Junk Haulers
- Glass / Window Vendors
- Gutter Installers

JPM properties are in many cities across North Texas. All work will be completed on one of our single-family homes in the below cities:

- Dallas
- Fort Worth
- Allen
- Frisco
- Plano
- McKinney
- Richardson
- Sunnyvale
- Anna
- North Richland Hill
- Sachse
- Forney
- Wylie
- Grapevine
- Flower Mound
- Cedar Hill
- Duncanville
- Desoto
- Glenn Heights
- Lancaster
- Red Oak
- Waxahachie
- Mesquite
- Garland
- Rockwall
- Rowlett
- Midlothian
- Crowley
- Coppell
- Royse City
- Grand Prairie
- Arlington
- Mansfield
- Irving
- Keller
- Hurst
- Bedford
- Euless
- Denton
- Little Elm
- Lewisville
- The Colony
- Saginaw
- Farmers Branch
- South Lake

Vendors must be reliable and qualified to complete any projects they accept within 7 days. The scope of work can vary from basic repairs and services to whole house renovations. Typical tasks for contractors include door and/or window replacement, drywall repair, painting, carpet cleaning or replacement, roofing, framing, trim and cabinet repairs, plumbing and electrical updates, demolition, remediation and more. The vendor will be responsible for pulling permits and scheduling inspections as required by the city/county.

TRADES LICENSES

Trade licenses are required for certain vendors such as General Contractors, Plumbers, HVAC, Boiler Mechanical, Electricians, Environmental contractors, Water Extractions, etc. If your trade requires a license, please provide it at the time of submission. If at any time your license expires, or is revoked, JPM will suspend you from our vendor role until such time as we receive updated and valid copies of your license.

FINANCIAL RESPONSIBILITY

The payment terms for all JPM work is net 4 days from the date of verification of completed work. JPM will not advance funds for jobs less than \$5,000. All payments will be paid to vendor after services/repairs.

COMPLETED WORK

After work order has been assigned and accepted, you are expected to begin work immediately. In cases in which property is occupied with tenant, we require you to schedule repairs immediately. As work is completed, you will upload photos into our app, AppFolio. Included with these uploads should be copies of any permits and/or inspections, as well as any warranty cards or documentation received with new equipment or materials. Failure to upload photos will result in the payment being delayed or denied.

Property and work areas are expected to be kept clean and all debris/materials removed and properly disposed. Should any debris be left behind, vendor will be back charged for their removal and/or charged for any municipality-issued fines.

VENDOR DOCUMENT CHECKLIST

- ☐ Vendor Application
- ☐ W-9
- ☐ Direct Deposit
- ☐ Voided Check
- ☐ Driver License (Single person operation)
- ☐ General Liability Insurance
- ☐ Automobile Insurance
- ☐ Workers Compensation Insurance (If required) *
- ☐ Trade License / Certificate (If required) *
- ☐ Fee Schedule / Price Sheet (If applicable) *

DOCUMENT SUBMITTAL PROCESS

Dear Prospective Vendor,

Your interest in becoming a vendor starts with completing the vendor application and submitting supporting documents. If certain documents do not pertain to you, please advise in your email. Once received and approved, JPM Master Vendor Agreement will be sent by DocuSign for electronic signature.

Once we receive the signed Vendor Master Agreement, we will schedule your New Vendor Orientation via Zoom. The “New Vendor Orientation” will cover our process, vendor payment, AppFolio and vendor expectations. Orientation is 30 minutes in length.

Once all documents are properly received, New Vendor set-up takes approximately 5 business days. In the meantime, please feel free to review the information regarding the JPM process and the JPM MASTER VENDOR AGREEMENT.

Please return all documents via email to maintenance@jogip.com

NEW VENDOR ONBOARDING.





JPM MASTER VENDOR AGREEMENT

_____, hereafter referred to as “VENDOR” agree to be a *VENDOR* and provide services and maintenance repairs to JoGip Property Management hereafter referred to as “MANAGEMENT” and agree to the following terms and conditions herein.

RELATIONSHIP OF PARTIES

The Parties acknowledge and agree that the VENDOR is an independent contractor of the MANAGEMENT, and not an employee of MANAGEMENT. This Agreement is not intended by the Parties to constitute, create, give effect to, or otherwise recognize a joint venture, joint employer, agency partnership, or other joint formal business organization of any kind.

VENDOR has considerable knowledge, expertise, experience, and all the requisite licenses with respect to performing VENDOR services on properties, which are necessary to the successful performance by MANAGEMENT.

JOB DESCRIPTION

This Master Vendor Agreement will govern work the VENDOR will perform for MANAGEMENT under separate work orders. Each work order will describe the work to be performed.

TIME OF PERFORMANCE

VENDOR will schedule immediately upon acceptance of each new work order. VENDOR will provide the correct personnel necessary to ensure that the work order is completed within a reasonable timeframe. MANAGEMENT defines “reasonable timeframe” as 7 days for general repairs that does not require permits or project management.

NON-EXCLUSIVITY/SCOPE OF AGREEMENT

The Parties agree that is not an exclusive agreement. VENDOR will be issued *WORK ORDERS* at the sole discretion of MANAGEMENT. There are no guarantees of any specific minimum or maximum of amount of work orders assigned to VENDOR.

CODES, PERMITS AND APPROVALS

VENDOR is responsible for ensuring that all work meets or exceeds state, city, municipality, and/or county codes and/or ordinances. VENDOR is also responsible for obtaining all necessary work and/or building permits and providing MANAGEMENT with such permits prior to start of work and copies of closed out permits upon completion of work order. All permits should be uploaded in AppFolio and attached to work order.

VENDOR INITIALS _____

MATERIALS

All materials will be new and in compliance with all applicable laws and codes. Upon receipt of material it is the VENDORS responsibility to safely store material in a manner where it will not be damaged or stolen. Material that is damaged or stolen will be the VENDORS responsibility to replace at their cost.

WHAT CONSTITUTES COMPLETION

Completion shall be defined as the completion of one hundred percent (100%) of the tasks indicated on the work order unless a change order is issued by MANAGEMENT. Before and after photos uploaded in app (AppFolio) or submitted by email and submission of invoice. VENDORS must provide a minimum of 5 photos.

CONDUCT

VENDOR agrees that he/she, employees, and agents of the VENDOR shall always conduct themselves in a professional manner. VENDOR further agrees, himself/herself, employees and agents shall not use or be under the influence of alcohol or any controlled substances while on the job site. VENDOR agrees not to share confidential information or any information with a tenant, resident, occupant, or guest that will cause harm or damage to either owner of property or MANAGEMENT. VENDOR is prohibited from distributing any marketing material to tenant, occupant, or guest. In addition, VENDOR is prohibited from affixing stickers, magnets, business cards, or flyers on property.

WORKFLOW PROCESS

MANAGEMENT will issue "Work Order" for each individual property, identified by work order number, property address, and tenant contact information electronically by email. **VENDOR is required to accept work order by email within 24-hours of receipt.** Failure to timely accept work order will result in work order being reassigned and or relationship terminated. After completing services/repairs VENDOR must remit invoice and required photos to MANAGEMENT electronically.

WORK ORDER SCHEDULING

VENDOR must contact tenant within 24-hours of receipt of work order. VENDOR must schedule an appointment directly with the tenant. **VENDOR must notify MANAGEMENT by email schedule date and time.** VENDOR must maintain communication with tenant until all work is complete.

TENANT NON-COMMUNICATION

Any delays in scheduling work order with tenant, VENDOR must notify MANAGEMENT immediately. In cases where VENDOR is not able to contact tenant by phone within 2 business days of acceptance of work order to schedule appointment, VENDOR is directed to return work order to MANAGEMENT.

PRE-AUTHORIZED LIMIT

VENDOR is pre-authorized to make or provide services or repairs up to \$300, unless expressed differently in work order.

VENDOR INITIALS _____

REPAIR APPROVAL

VENDOR is prohibited from making repairs or providing services that exceed the pre-authorized limit. Repairs that exceed the pre-authorized limit must be approved by MANAGEMENT. VENDOR is prohibited from making repairs or providing services outside the work order without express consent from MANAGEMENT.

RE-ASSIGNMENT OF WORK ORDER

MANAGEMENT reserves the right to reassign all open work orders. The VENDOR will be notified by MANAGEMENT.

INVOICES

All VENDOR invoices must include the following information: VENDOR's contact information (phone and address), job address, detailed work performed and date of service/repairs. All invoices that do not have the correct work order address and detailed work performed will not be paid.

SUBMISSION OF INVOICE

VENDOR must submit all invoices to MANAGEMENT within 5 business days of completion of service or repair. ALL Late submissions (6 or more days after work is completed) of invoices will be charged a 10% discount.

INSURANCE REQUIREMENT

VENDOR shall maintain and cause each of its subcontractors and agents to maintain and cause each of its subcontractors and agents to procure and maintain in force during the course of their work, policies of insurance as described below, which shall name all the entities (which includes their current, future or former employees, agents, partners, directors, managers and officers) listed on Exhibit D as additional insured, (excepting Worker's Compensation insurance) with limits of liability not less than the following:

WORKER'S COMPENSATION INSURANCE STATUTORY

1	Bodily Injury by Accident	\$500,000 each accident
2	Bodily Injury by Disease	\$500,000 each employee
3	Bodily Injury by Disease	\$500,000 policy limit

COMPREHENSIVE GENERAL LIABILITY

1	General Aggregate	\$1,000,000 (\$1M/\$500K/\$1M)
2	Products/Comp/Op. Aggregate	\$1,000,000
3	Personal & Advertising Injury	\$500,000
4	Each Occurrence	\$500,000
5	Fire Damage	\$50,000
6	Medical Exp. (Any one person)	\$50,000

VENDOR INITIALS _____

COMPREHENSIVE AUTOMOBILE LIABILITY

a) Bodily Injury & Property Damage \$100,000 combined single limit

WORKERS COMPENSATION

If VENDOR have employees to perform any work under this Agreement, VENDOR will cover them with workers' compensation insurance to the extent required by law and provide MANAGEMENT with a certificate of workers' compensation insurance before the employees begin the work. VENDOR shall be required to furnish a certificate for Workman's Compensation, or equivalent coverage, in the amount of \$500,000 per accident.

WARRANTY

VENDOR will complete the specified work in a workmanlike manner per standard practices prevalent in the VENDOR's trade. Further, VENDOR's work will carry an unconditional one-year warranty on materials and an unconditional 90-days warranty on labor for services, maintenance, and repairs. During this time, Vendor will perform warranty work at no additional cost to Agents and in a reasonable timeframe. Full replacement of Roof, HVAC, Electrical, or Plumbing systems will require longer warranties as customarily provided for such work.

This warranty excludes damage caused by acts of God, building movement, and third-party vandalism.

VENDOR will be responsible for any damages to the buildings, grounds, and/or tenants' property caused by VENDOR's work performance during the scope of work. This is to include, but not be limited to, automobile damage, resident property, and ground cover/landscaping.

OCCUPIED PROPERTY

VENDOR is prohibited from entering an occupied property without the presence of an adult 18 years old or older.

TENANT PRIVACY

VENDOR must always respect the tenant's privacy. VENDOR is prohibited from adding tenant's contact information to their marketing list and/or sharing of information with a third-party.

TENANT COMMUNICATION

VENDOR is prohibited from discussing pricing with tenant. No tenant is authorized to approve ANY repairs. VENDOR agrees not to discuss opinions and unconfirm diagnosis with tenant, occupant or guest.

KEY BOX CODE

VENDOR is prohibited from sharing key-box codes with anyone. All keys must be returned to the key-box daily. VENDOR is prohibited from making copies of keys. VENDOR will be charged a lost key fee of \$100 in the event key is lost by VENDOR.

VENDOR INITIALS _____

PAYMENT TERMS

MANAGEMENT will submit payment to the VENDOR within four (4) days of receipt of the VENDOR's invoice.

Sending invoices to improper email or person will delay payment. All VENDOR payments will either be mailed or ACH.

CHARGE BACK SCHEDULE

DESCRIPTION	CHARGE BACK (\$)
Failure to clean job site	Actual Cost
Late Invoice (After 6 business days)	10%
Damages caused by VENDOR.	Actual Cost
Lost Key	\$100

OVER BILLING

All over-billing / charging for services or repairs "not performed" is grounds for immediate termination of VENDOR relationship. All billing will be scrutinized by MANAGEMENT. VENDOR is required to justify their invoices by promptly furnishing photos, receipts, documentation, and labor rates to MANAGEMENT.

Rates/charges should not exceed industry/market standards.

INDEMNIFICATION

To the fullest extent permitted by law, Vendor agrees to hold harmless and indemnify Management and the aforementioned current, future or former employees, agents, partners, directors, managers and officers from and against claims, damages, losses, costs, and attorney fees that arise out of the performance of the Vendor's work under this Agreement, provided that such claim, damage, loss of cost is attributable to bodily injury, sickness, disease, or death of any person, including Vendor's employees and agents, or to injury to or destruction of tangible property, including loss of use, and is caused in whole or in part by the negligent acts or omissions of the Vendor, Vendor's subcontractors, or any individuals directly or indirectly employed by them or any for whose acts they may be liable, regardless of whether such claim, damage, loss, or cost is caused by the negligence of any party indemnified hereunder. This indemnity obligation shall not be construed to negate, abridge, or otherwise reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this section.

NOTICES

All notices, consents, approvals, requests, instructions and other communications required by or related to this Agreement shall be in writing and shall be delivered personally or shall be sent registered mail or certified U.S. mail, return receipt requested, or fax transmission, to the receiving party at the following address and communication numbers:

VENDOR INITIALS _____

VENDOR

COMPANY	
CONTACT PERSON	
BUSINESS TIN (or Owner Social)	
PHONE	
BUSINESS ADDRESS	
PAYMENT ADDRESS	
EMAIL WORK ORDERS (REQUIRED)	
BILLING CONTACT	

EMPLOYEES

- ☐ I do not have employees
- ☐ I do have employees (Require Workers Compensation Insurance)

STATE LICENSING REQUIREMENT

- ☐ No
- ☐ Yes. (Please provide copy of license)

VENDOR INITIALS _____

MANAGEMENT

BILLING	JOGIP PROPERTY MANAGEMENT
CONTACT PERSON	MAINTENANCE COORDINATOR
ADDRESS	1111 W. MOCKINGBIRD LANE, SUITE 520 DALLAS, TEXAS 75247
PHONE	972-293-5575 / 214-742-7368
GENERAL INQUIRY EMAIL	maintenance@jogip.com
INVOICE	service@jogip.com / Vendor Portal
BILLING CONTACT	SENIOR BOOKKEEPER

ALL VENDORS MUST SUBMIT COPY OF GENERAL LIABILITY INSURANCE.

By signing below, VENDOR agrees to the above terms and conditions.

JOGIP PROPERTY MANAGEMENT

VENDOR: _____

By: _____
Authorized Representative

By: _____
Signature

Name: _____

Date _____

Title: _____

Date _____

REQUEST FOR TAXPAYER
IDENTIFICATION NUMBER AND CERTIFICATION

GIVE THIS FORM TO
THE REQUESTER.
DO NOT SEND TO
IRS.

Name (as shown on your income tax return)

Business name, if different from above.

Check the appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Other

Legal Address: number, street, and apt. or suite no.

City, state, and ZIP code

JOGIP INVESTMENT GROUP, LLC
dba JOGIP PROPERTY MANAGEMENT
1111 W. MOCKINGBIRD LANE, STE 520
DALLAS, TEXAS 75247

Phone # ()

Fax # ()

Email address:

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see IRS guidelines. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN.

Note: If the account is in more than one name, see IRS guidelines.

SOCIAL SECURITY NUMBER

OR

EMPLOYER IDENTIFICATION NUMBER

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Services (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**
- I am an U.S. person (including an U.S. resident alien).

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

Sign
Here

Authorized Signature

Date

PURPOSE OF FORM

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify you are not subject to backup withholding
- Claim exemption from backup withholding if you are a U.S. exempt payee

If you are a foreign person, use the appropriate Form W-8. See Pub 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

What is backup withholding? Persons making certain payments to you must withhold a designated percentage, currently 28% and pay to the IRS of such payments under certain conditions.

This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding.
Payments you receive will be subject to backup withholding if:

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends only), or
- You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.



VENDOR DIRECT DEPOSIT

PLEASE PROVIDE VOIDED CHECK

COMPANY NAME	
BANK NAME	
ROUTING NUMBER	
ACCOUNT NUMBER	

Name (Print)

Phone

Email

Authorized Signature

Date

JOGIP PROPERTY MANAGEMENT
1111 W. MOCKINGBIRD LANE SUITE 520
DALLAS, TEXAS 75247
SERVICE@JOGIP.COM
Tel: 972-293-5575 | Fax: 972-293-5576

www.jogipdfw.com