



Dear CR Renovations Vendor,

We value our relationships with each of our vendors. Following is a list of requirements for vendors doing business with CR Renovations. Please review the list below and submit copies of all items to ensure compliance with our standards. This will also help to ensure timely payment for your services. We look forward to doing business with you.

1. Please complete the "Vendor Information Form"
2. Please send a current copy of your liability insurance with Carolina Renovations, Inc. listed as certificate holder.
3. Please send a copy of workers compensation policy coverage
4. Please complete and return a W-9 form: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
5. Please review and sign "Release, Waiver, and Assumption of Risk of Liability"
6. Please review and sign "Vendor Code of Conduct"

Send completed items to: [Jordan@carolinarenovation.net](mailto:Jordan@carolinarenovation.net) and [Toby@carolinarenovation.net](mailto:Toby@carolinarenovation.net)



## Vendor Information Form

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

Other Names (DBA): \_\_\_\_\_

License Number (If Applicable): \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Accounting Contact: \_\_\_\_\_

Check one:

New Vendor  Vendor Update

Check if incorporated  (Incorporated will not receive a 1099)

Remit Payment Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Services Offered:

\_\_\_\_\_  
\_\_\_\_\_

Service Areas:

\_\_\_\_\_



## RELEASE, WAIVER, AND ASSUMPTION OF RISK OF LIABILITY

This Release, Waiver, and Assumption of Risk Liability (this “Release”), dated as of, is provided by (“Vendor”) for the benefit of CR Renovations and each of their subsidiaries, affiliates, and related entities (Individually and collectively, “Vendee”).

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Vendor executes this release under the following terms:

1. Vendor has agreed to perform certain renovation services and other work (the “Work”) in connection with a property (the “Property”) owned or managed by the Vendee.
2. Vendor understands that performance or management of any work has the potential to cause injury, death, property damage or loss, and agrees to perform or manage the Work with full knowledge of the dangers and potential hazards involved. Vendor certifies that it has adequate insurance coverage or capitalization to protect itself against injury, death, damage, or loss sustained in connection with the Work and the Property.
3. Vendor accepts and assumes responsibility for all risks and possibilities of injury, death, property damage, or loss arising out of, based upon, or relating in any way to the Work or the Property.
4. Vendor, on behalf of itself and any persons acting by, through, or in any way on behalf of Vendor (collectively including Vendor the “Releasing Parties”), agrees:
  - a. To waive all claims that the Releasing Parties may now or in the future have against Vendee or any persons acting by, through, or in any way on behalf of Vendee (collectively, including Vendee, the “Released Parties”) in connection with the Work;
  - b. To release and forever discharge the Released Parties from all manner of (i) actions, claims, causes of action, suits, and demands, at law or in equity, in any jurisdiction and in any forum and (ii) liabilities, debts, liens, damages, losses, costs, expenses, interest, penalties and fees, in each case whether known or unknown, which the Releasing Parties now have or may hereafter have against any of the Released Parties by reason of any matter, cause or think arising out of, based upon, or relating in any way to the Property or the Work due to any cause whatsoever (the “Released Claims”); and
  - c. To hold harmless and indemnify the Released Parties from the Released Claims.
5. This Release is intended to be as broad and inclusive as permitted by applicable law, and, if any portion of this release is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

### VENDOR

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



## VENDOR CODE OF CONDUCT –Page 1

### SCHEDULING & INTERACTION WITH TENANTS

- Schedule with the tenant as soon as possible after receiving a work order. **When scheduling, you are calling on behalf of CR Renovations.**
- Upon scheduling with the tenant, notify Carolina Renovations.
- If you are unable to contact the tenant within 48 hours of receiving the work order, notify CR Renovations
- ALWAYS be on time for scheduled appointments. If a schedule change is needed, contact the tenant and CR Renovations immediately.
- Upon arrival at the tenant's home, introduce yourself as a technician with CR Renovations.
- Do not discuss your findings or opinions about the work order with the tenant. This information should be shared with CR Renovations ONLY.
- If the tenant brings up issues not addressed on the work order you have been assigned, explain that a new work order will be required to address those issues. Encourage the tenant to send in a new work order & DO NOT discuss your opinions regarding these new issues.
- If a loaner appliance is requested by the tenant or deemed necessary by you while in the home, please contact CR Renovations immediately.

### WORK ORDERS

- Take BEFORE and AFTER photos for each work order.
- Ensure that the job site has been cleared of all materials and trash upon completion.
- Be aware that CR Renovations may inspect your completed work prior to issuing payment.
- A clean job site with professionally completed repairs will allow you to be paid as quickly as possible.

### INVOICES

- Include the work order number assigned to you on your invoice
- Include a detailed description of the completed job (location of repair, appliance repaired, etc) in legible writing or typing on each invoice
- When notifying us of additional work needed, please do so by email. NOT on your invoice.
- Do not bill until work order is complete. Do not send in separate invoices for the same work order.
- Please turn in all invoices and completion photos that relate to the work to Corrigo. If you are not using Corrigo, please send all invoices to [Jordan@carolinarenovation.net](mailto:Jordan@carolinarenovation.net)
- Turn in all invoices within 48 hours of completing the job.
- Keep in mind that your PRICING MUST BE SHARP in order for us to continue providing you with the same volume of work.



## VENDOR CODE OF CONDUCT- Page 2

- When sending in quotes and invoices, please itemize (separating materials and labor)

### PAYMENT TERMS

- If you have an invoice that has not been paid in 45 days, contact CR Renovations to ensure that your invoice has been received. Invoices over 45 days old that have not been brought to our attention cannot be paid.
- CR Renovations pays on a net 30 basis, this starts once invoice is received and approved.
- If items are not completed or if you walk off the job, you will be back charged for the items we have to hire another contractor to complete.
- Any change orders must be approved by CR Renovations prior to completing or it will not be paid.
- **All invoices must be turned in with completion photos to be authorized and paid. THIS IS MANDATORY.**

### SAFETY

- Contractors & Sub Contractors of CR Renovations are required to understand and follow all OSHA guidelines
- Contractors & Sub Contractors of CR Renovations are also required to understand and follow NC Wage & Hour Laws
- In order to continue receiving work orders & payment, all vendors must submit updated copies of insurance information every twelve months. If you have not submitted insurance verification within the last twelve months, please do so immediately.
- In order to continue receiving work orders & payment, all vendors must submit an up to date certificate of liability.
- For Contractors & Sub Contractors who hire others to work under their company, Workmans Comp is required.

By signing below, I \_\_\_\_\_ (Print Name) certify that I have read and understand Carolina Renovations Vendor Code of Conduct Pages 1 & 2. I understand that I will be held to these standards in order to continue receiving work orders from CR Renovations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_