



# BRIDGE HOMES

OUR HOUSE. YOUR HOME.

## NEW VENDOR PACKET

Onboarding Process and Documents



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## Introduction

Thank you for your interest in becoming a vendor for Bridge Homes.

We are a national, single-family residential property management company in need of home repair vendors in the below categories:

- General Contractors
- Electricians
- Pressure Washing
- Roofers
- Landscaping/Lawn Mowing
- Handymen
- Flooring Installers
- Cleaners
- Pest Control
- Turn/Make Ready Vendors
- Plumbers
- Painters
- Structural Engineers
- HVAC
- Fencing Contractors

Bridge Homes' properties are in multiple markets across the country. All work will be completed on one of our single-family homes in the below metro areas

- Atlanta, GA
- Columbia, SC
- Houston, TX
- Tampa, FL
- Oklahoma City, OK
- Baltimore, MD
- Columbus, OH
- Indianapolis, IN
- Orlando, FL
- Tulsa, OK
- Charlotte, NC
- Dallas, TX
- Jacksonville, FL
- Minneapolis, MN

Vendors must be reliable and capable of completing all projects accepted in a timely manner. Scopes of work will vary from basic repairs 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.

On larger jobs, vendor will be responsible for pulling permits and scheduling inspections as required by the city/county.

## Qualifications

All Vendors must be prepared to provide the below required licenses and insurance to work with Bridge Homes.

## Insurance

All Bridge Homes Vendors are required to carry the below insurance policies per section 13 of the Bridge Homes Master Agreement:

### Worker's Compensation Insurance Statutory

#### Employer's Liability Insurance

1	Bodily Injury by Accident	\$1,000,000.00 each accident
2	Bodily Injury by Disease	\$500,000.00 each employee
3	Bodily Injury by Disease	\$500,000.00 policy limit

In some states, a worker's comp exempt certificate may be presented in lieu of worker's comp insurance. The Exemption Certificate can be obtained from the state division of worker's comp.

### Comprehensive General Liability

For General Contractors, Electricians, Engineers, Environmental

1	<b>General Aggregate</b>	<b>\$2,000,000.00</b>
2	Products/Comp/Op. Aggregate	\$2,000,000.00
3	Personal & Advertising Injury	\$1,000,000.00
4	Each Occurrence	\$1,000,000.00
5	Fire Damage	\$50,000.00

For all other trades:

1	<b>General Aggregate</b>	<b>\$1,000,000.00 (\$1M/\$500k/\$1M)</b>
2	Products/Comp/Op. Aggregate	\$1,000,000.00
3	Personal & Advertising Injury	\$500,000.00
4	Each Occurrence	\$500,000.00
5	Fire Damage	\$50,000.00
6	Medical Exp. (any one person)	\$50,000.00

### Comprehensive Automobile Liability

1	<b>Bodily Injury &amp; Property Damage</b>	<b>\$300,000.00 combined single limit</b>
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See "Exhibit D" (page16) for the names of Additional Insured and "COI Example" (page17). Send those two documents to your insurance company to aid in producing the correct COI needed.

## 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, Bridge Homes will deactivate you from our vendor pool until such time as we receive updated and valid copies of your license.

## Lead Renovator Certificate

**All** GCs, Handymen, and Painters are required to provide a Lead Renovator's Certificate.

As of April 22, 2010, anyone who performs renovations, repairs, or painting in pre-1978 housing or child-occupied facilities must be Lead-Safe Certified by the EPA or an EPA-Authorized state. Individuals and firms that are not certified could face fines of up to \$37,500 per day.

This Lead Renovator (RRP) Initial Certification course is 8 hours in length and includes lead safety training approved by the EPA or applicable EPA-Authorized state program. Any contractor performing qualifying work on pre-1978 homes or child-occupied facilities must employ at least one Certified Renovator who has successfully completed this training. Companies must also process an application to become a Lead Safe Certified Firm. The course concludes with a certification exam.

There are a number of companies that provide this training. Examples below.

- Zack Academy is a National company with many locations available: [https://www.zackacademy.com/class/epa-lead-certification/epa-lead-renovators-certification-initial?select\\_state\\_et=](https://www.zackacademy.com/class/epa-lead-certification/epa-lead-renovators-certification-initial?select_state_et=)
- United States Environmental Protection Agency: <https://www.epa.gov>
- The National Center for Healthy Housing: NCHH: <https://nchh.org>
- proactive Safety Services: <https://proactivesafetyservices.com/>
- e-Training, Inc: <https://etraintoday.com/>
- Seagull Environmental Management Company: [www.seagulltraining.com](http://www.seagulltraining.com)

## Financial Responsibility

The payment terms for all Bridge Homes work:

Invoices will be paid **NET 30** days from the date of verification of completed work. However, we do try to pay within 14 days (or sooner) from the date of verification of completed work.

**For ACH Payments enter your bank information on the below link (All Payments will be directly deposited into your account):**

- [ACH Form](#)

## Project Pricing

Bridge Homes' overall budget pricing for maintenance is STANDARDIZED: Pre-established uniform price for a good or service, based on its historical price, replacement cost, or an analysis of its competitive position in the market.

If a maintenance item is non-standard, you may be asked to provide a bid. These discussions will be handled between the vendor and the market Field Manager.

The scope and budget for turns is created utilizing the **labor and material amounts** embedded in Home Depot's RenoWalk app. The RenoWalk app is utilized for all turn projects and occupied repairs.

We have partnered with Home Depot which you may utilize for all jobs assigned to you. Partnership discount is provided through the RapidPass App which it could help you tremendously in keeping your costs down by providing low standardized pricing and additional discounted products and services to Bridge Homes Vendors.

We work very hard to provide fair pricing to our contractors. There may be some items with smaller margins and other items with larger margins.

If you come across a line item that you simply cannot make work at the price provided, please contact the Bridge Homes maintenance department immediately. We will make every effort to work with you.

## Completed Work

After Scope of work has been assigned and accepted, you are expected to begin work immediately. On the Job will be an expected completion date which you will be held responsible for meeting. As work is completed, you will upload pictures into our app, HomeReady. HomeReady will have the 'Before' picture already loaded (automatically transferred from RenoWalk) and you will then upload the 'After' pictures.

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.

Please note that it is the vendor's responsibility to follow up on completed jobs. If the vendor needs more time, it is the vendor's responsibility to contact their local Field Manager to adjust the completion date. Bridge Homes reserves the right (at Bridge Homes' discretion and case by case) to not pay for jobs completed 60 days prior completion date due to the vendor's failure to provide necessary documents via our internal systems.

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

# Vendor Document Checklists

Below is a checklist of documents for each Vendor Type and their requirements:

## Handyman or GC

- Master Agreement
- Vendor Information Sheet
- All Applicable Trade Licenses/Certificates
- W-9 and Bank Account Routing Number and Checking Account for ACH Payments
- Lead Renovator Certificate
- General Liability Insurance
- Automobile Insurance
- Workers Comp Insurance

## Electrician, HVAC, Plumber, Pest Inspector & Control, Home Inspector, Engineer

- Master Agreement
- Vendor Information Sheet
- All Applicable Trade Licenses/Certificates
- W-9 and Bank Account Routing Number and Checking Account for ACH Payments
- General Liability Insurance
- Automobile Insurance
- Workers Comp Insurance
- Submit price list for additional services provided

## Painter

- Master Agreement
- Vendor Information Sheet
- All Applicable Trade Licenses/Certificates
- W-9 and Bank Account Routing Number and Checking Account for ACH Payments
- Lead Renovator Certificate
- General Liability Insurance
- Automobile Insurance

## Cleaning, Carpet Cleaning, Flooring Install, Well Driller, Septic Service, Garage Door Install, Roofing, etc.

- Master Agreement
- Vendor Information Sheet
- All Applicable Trade Licenses/Certificates
- W-9 and Bank Account Routing Number and Checking Account for ACH Payments
- General Liability Insurance
- Automobile Insurance
- Workers Comp Insurance
- Submit price list for additional services provided

If your Vendor Type is not listed, please contact [Vendors@bridgehomes.com](mailto:Vendors@bridgehomes.com)



## Document Submittal Process

The required vendor documents are contained in the following pages.

**PLEASE RETURN ALL DOCUMENTS IN ONE EMAIL. DO NOT SEND EMAILS WITH IF YOU DO NOT HAVE ALL REQUIRED DOCUMENTS.**

Please send **separate** documents and name them clearly, as below:

- **ABC CLEANING W9**
- **ABC CLEANING VENDOR INFORMATION SHEET**
- **ABC CLEANING MASTER AGREEMENT**
- **ABC CLEANING COI**
- **ABC CLEANING Certificate (If applicable)**
- **ABC CLEANING License (If applicable)**

If certain documents do not pertain to you, please advise in your email.

Once we have received the above items, the market Field Manager will follow-up with a New Vendor Orientation and go over how our projects work, expectations, anything you do not feel comfortable doing, etc.

Getting the completed onboarding paperwork turned in is the first step (see pages 6 and 7.)

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 Bridge Homes process and pricing contained in the BRIDGE HOMES MASTER AGREEMENT section.

**Please return all documents via email to:**

[Vendors@bridgehomes.com](mailto:Vendors@bridgehomes.com)

For questions regarding completing forms or being onboarded, please contact

[Vendors@bridgehomes.com](mailto:Vendors@bridgehomes.com)

# Vendor Information Sheet

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**COMPANY CATEGORIES (must have applicable licenses and insurance):** Please check all that apply.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> General Contractor | <input type="checkbox"/> Pest Inspection         | <input type="checkbox"/> Cleaning (Touch ups only)                       |
| <input type="checkbox"/> Handyman           | <input type="checkbox"/> Locks                   | <input type="checkbox"/> Full Landscaping                                |
| <input type="checkbox"/> Plumber            | <input type="checkbox"/> Pest Control            | <input type="checkbox"/> Lawn Mowing/Yard Maintenance                    |
| <input type="checkbox"/> Painter            | <input type="checkbox"/> Countertop Installation | <input type="checkbox"/> Fencing Install/Repairs                         |
| <input type="checkbox"/> Electrician        | <input type="checkbox"/> Granite                 | <input type="checkbox"/> Other specialty service(s) not listed:<br>_____ |
| <input type="checkbox"/> Engineer           | <input type="checkbox"/> Laminate                |  |
| <input type="checkbox"/> Environmental      | <input type="checkbox"/> HVAC/Boiler             |  |
| <input type="checkbox"/> Marketing          | <input type="checkbox"/> HOA Ext. Photos         |  |
| <input type="checkbox"/> Photography        | <input type="checkbox"/> Cleaning                |  |
| <input type="checkbox"/> Garage Door        | <input type="checkbox"/> Carpet Cleaner/Steamer  |  |
| <input type="checkbox"/> Roofing            | <input type="checkbox"/> Pressure Washing        |  |
| <input type="checkbox"/> Home Inspection    |  |  |

**COMPANY LOCATIONS (must have employee project management staff in market):**

Please check all that apply.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Atlanta, GA   | <input type="checkbox"/> Dallas, TX       | <input type="checkbox"/> Orlando FL        |
| <input type="checkbox"/> Baltimore, MD | <input type="checkbox"/> Houston, TX      | <input type="checkbox"/> Las Vegas, NV     |
| <input type="checkbox"/> Charlotte, NC | <input type="checkbox"/> Indianapolis, IN | <input type="checkbox"/> Minneapolis, MN   |
| <input type="checkbox"/> Columbia, SC  | <input type="checkbox"/> Jacksonville, FL | <input type="checkbox"/> Oklahoma City, OK |
| <input type="checkbox"/> Columbus, OH  | <input type="checkbox"/> Tampa, FL        | <input type="checkbox"/> Tulsa, OK         |

**COMPANY OWNER(S):** \_\_\_\_\_

**PRIMARY CONTACT** (System automated emails be sent to this email. If you need communications to go to multiple emails, please set up a rule in your own email system to auto-forward to the rest of your team):

Name: \_\_\_\_\_ Position at Company: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**SECONDARY CONTACT** (Accounting specific, Market specific project manager, etc.)

Name: \_\_\_\_\_ Position at Company: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\*If there are other contacts you need added to this account, please list them on an additional page.

**Do your technicians have an iPad or iPhone with them on services calls?**       YES     NO

**Please provide (3) references of property managements companies you have worked for in the past**

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Information for ACH Payments (all payments will be directly deposited into your account):**

- [ACH Form](#)

# Bridge Homes Master Agreement

("Vendor") \_\_\_\_\_ located at \_\_\_\_\_  
city: \_\_\_\_\_, State: \_\_\_\_\_ hereby contracts with GOAL Property Services, LLC (dba Bridge Homes) as Managing Agent ("Agent") on behalf of Owner of the property where services are to be performed, located at 6836 Carnegie Blvd, Suite 230, Charlotte, NC 28211, to provide certain Vendor services (as specified below) to one or more single family houses (Properties) owned by Agents.

## 1. JOB DESCRIPTION

This Master Agreement will govern work the Vendor will perform for Agents under separate work orders, in the "Scope of Work". Each Scope of Work will describe the work to be performed and the compensation and schedule for that work. Each Scope of Work will be appended and incorporated fully herein to this Agreement on an ongoing basis as agreed between the Parties during the term hereof. If the work is modified by written field authorization or Change Order, the work, services and/or materials performed/provided will also be subject to Exhibit B which is incorporated herein.

## 2. TIME OF PERFORMANCE

Vendor will begin work immediately upon acceptance of each new Scope of Work. Vendor will provide the crews necessary to ensure that the project is completed within the calendar days set forth in the Scope of Work.

## 3. LATE PERFORMANCE

It is agreed that Vendor will complete jobs within the agreed upon time schedule. Vendor will be charged a penalty of seventy-five dollars (\$75.00) per day for each and every day that scheduled work is over and beyond agreed upon time schedule plus any consequential damages incurred by Agent and/or Owner.-Such penalty shall, at Agent's sole discretion, be either deducted from scheduled payments or provided by Cashier's Check to Agent upon demand.

## 4. INDEPENDENT VENDOR STATUS

It is agreed that Vendor shall perform the specified work as an independent Vendor. Vendor attests that it will maintain its own independent business, use its own tools, and be solely responsible for and have control over construction and coordinating of all portions of the work under the contract, independent of Agent's supervision. The Vendor shall be responsible for acts and omissions of the Vendor's employees, subcontractors and their employees, and other persons or entities performing work on behalf of the Vendor.

## 5. 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 Agent with such permits prior to start of work and copies of closed out permits upon completion of scope of work.

## 6. MATERIALS

All materials will be new and in compliance with all applicable laws and codes. Agent may choose to purchase material direct from wholesaler; however, Vendor will be responsible for order, pickup, delivery, and installation of material. 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. Vendor is responsible to pay all sales, consumer, use and other similar taxes for all materials purchased or equipment utilized in the construction process.

## **7. CHANGE ORDERS (MID-PERFORMANCE AMENDMENTS)**

Vendor and Agent recognize that Agent may desire a mid-job change in the specifications that would add time and cost to the specified work and possible inconvenience to the Vendor. If this requires adjustments to this Agreement, the parties shall make a good faith attempt to agree on all necessary particulars. Such agreements shall be put in writing, signed by the parties, and added to this Agreement. No change in orders shall be made unless upon the written and signed agreement of both parties and should Vendor fail to obtain the Agent's prior written approval, then Vendor will be due no remuneration for change order work completed in advance of such authorization. Vendor must submit the Change Order form with sufficient photos of the items that need attention and receive the required signatures prior to commencement of any work associated with the change.

## **8. WHAT CONSTITUTES COMPLETION**

The work specified in each Scope of Work shall be considered completed upon approval by Agent, provided that Agent's approval shall not be unreasonably withheld. Completion of the specified work in a workmanlike manner shall be considered sufficient grounds for Vendor to require final payment by Agent. Completion shall be defined as the completion of one hundred percent (100%) of the tasks indicated on the work order. Agent and Vendor reserve the right to have the scope of work inspected by a third party, certified engineer, or others to satisfy or confirm completion. Vendor and Agent agree to work with and satisfy requirements and concerns of such third party.

## **9. PAYMENT TERMS**

As a condition of payment for invoices over \$5,000 (five thousand dollars), Vendor shall submit to Agent a notarized, final waiver of lien for all labor, equipment and materials included in the invoice, all in such form that is acceptable to Agent and compliant with applicable laws. Invoices submitted without a notarized lien waiver will not be processed. Invoices less than \$5,000 may be submitted without a lien waiver.

When Vendor believes the Scope of Work to be 100% complete, Vendor will notify Agent. Notification should be sent directly to the Bridge Homes team member who assigned the work order. Agents, or Agents' designated representative, will conduct its own inspection of the work and will notify Vendor of acceptance or deficiencies via email. Once work has been accepted, Vendor may invoice Agent for final payment.

Agent will make payment to the Vendor on the regular payment schedule established by the Agents unless any of the following conditions exists: 1) Vendor is in default of any of its obligations under this agreement; 2) any part of such payment is attributable to work which is defective or not performed in accordance with this agreement; 3) Vendor has failed to make payment(s) promptly to Vendors subcontractors or for material or labor used in the work for which Agents have made payment to Vendor. Payments withheld for any of the foregoing reasons shall be released as soon as reasonably possible following elimination or removal of the grounds for nonpayment.

Payment schedule will be as follows: 1) 100% of payment to be processed by Agent upon the delivery of completion photos, copy of all pulled & closed permits, final invoice, and notarized lien waiver form, if applicable. 2) Any change orders, which also must be 100% complete, should be invoiced in full upon completion.

Invoice package must be sent to your local Field Manager for the market/area.

## **10. WARRANTIES**

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-day warranty on labor for 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.

Agents shall have the right to apply all or any portion of payments due to the Vendor at any time to satisfy Vendor's warranty obligations as to any projects completed by the Vendor on the following terms and conditions: 1) Agents shall notify Vendor via email of any defective workmanship. 2) Vendor shall have 72 hours after such notification to repair or replace defective work.

If Vendor fails to make such repair or replacement within such 72-hour period (or, if such repair is not capable of repair within such period, Vendor has not at least begun the repair), then Agents shall have the right to make such repair or replacement and deduct the costs incurred from all payments currently owed and future payments to Vendor without additional notice to Vendor.

## **11. TERMINATION**

This agreement may be terminated by either party with a 7-day prior written notice to the other party. Vendor may terminate the agreement if Agents have failed to make payment to the Vendor for more than 30 days through no fault of the Vendor. Agents may terminate the agreement immediately if the Vendor persistently fails to carry out the work in accordance with the agreement, fails to supply properly skilled workers or proper materials, fails to make payment to subcontractors or vendors or disregards laws, ordinances or orders by public authorities. Vendor must complete all projects accepted to receive final payment for said project. In such an event that the Vendor does not complete in full a Scope of Work, Agents may take possession of the site and of all materials, equipment, tools and machinery thereon and may finish the work by whatever method Agents may deem expedient. Vendor authorizes Agents to apply any unpaid balances due to Vendor towards completion of any incomplete projects.

## **12. INDEMNIFICATION**

To the fullest extent permitted by law, Vendor agrees to hold harmless and indemnify Agents, all entities listed on Exhibit D 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 or 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 or not 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.

## **13. INSURANCE**

- A.** 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:

**1) Worker's Compensation Insurance Statutory (or approved Exempt form)**

Employer's Liability Insurance:

- a) Bodily Injury by Accident \$1,000,000.00 each accident
- b) Bodily Injury by Disease \$500,000.00 each employee
- c) Bodily Injury by Disease \$500,000.00 policy limit

**2) Comprehensive General Liability (General Contractor, Electrician, Engineer, Environmental)**

- a) General Aggregate \$2,000,000.00 (\$2M/\$1M\$2M)
- b) Products/Comp/Op. Aggregate \$2,000,000.00
- c) Personal & Advertising Injury \$1,000,000.00
- d) Each Occurrence \$1,000,000.00
- e) Fire Damage \$50,000.00
- f) Medical Exp. (any one person) \$50,000.00

**For all other trades:**

- a) General Aggregate \$1,000,000.00 (\$1M/\$500k/\$1M)
- b) Products/Comp/Op. Aggregate \$1,000,000.00
- c) Personal & Advertising Injury \$500,000.00
- d) Each Occurrence \$500,000.00
- e) Fire Damage \$50,000.00
- f) Medical Exp. (any one person) \$50,000.00

**3) Comprehensive Automobile Liability**

- a) Bodily Injury & Property Damage \$300,000.00 combined single limit

- B.** All insurance required under this Agreement shall be procured from insurance companies approved by Agents and admitted (or an authorized surplus line company) in the state where property is located for writing of insurance on risks located in said state. Vendor shall deliver all certificates of the above-specified insurance policies to Agents upon the start of work. All insurance policies must provide that they may not be canceled unless thirty (30) days prior written notice is given to Agents. All insurance policies must provide waivers of subrogation against Agents and the additional insured's hereunder.
- C.** Vendor agrees that entities (including their current, future or former employees, agents, partners, directors, managers and officers) listed on Exhibit D shall not be liable to Vendor, or any of its respective employees, agents, patrons, subcontractors, suppliers, or any other person whatsoever for any injury or death to the person, caused by, resulting from, or arising out of negligence or any act of omission on the part of Vendor or its respective subcontractors or employees or the performance of the work described in this Agreement.

**14. CERTIFICATES**

Vendor agrees to provide Agent copies of all licenses and/or specialty certifications required by the state and local jurisdictions where property is located for all trade specific work being performed. All documents submitted must match the business and/or principal's name and signature on this agreement.

**15. SITE MAINTENANCE**

Vendor agrees to notify Agents and residents of work schedule and to clean and haul all trash daily. No trash may be stored on-site. No construction dumpster or trailer may remain on site more than 7 days. No trash may be deposited in the residence or neighboring residence's garbage cans. No advertising signs may be placed in front of the property.

Vendor also agrees to protect all Property's equipment and ground cover/landscape as well as all residents' property including automobiles. Should any damage occur to Property or residents' property, Vendor agrees to make immediate repairs and appropriations to Agent's satisfaction.

**16. BUSINESS PRACTICES**

Agents' employees are expected to act with integrity and follow all laws and regulations that govern its business activities. Agents have the same expectation of the Vendor when Vendor is conducting business with, or on behalf of, Agents.

Vendor and its subcontractors shall represent the Agents with professionalism and respect toward the tenants and the home (e.g., no foul or rude language, wearing shoe coverings upon entering, etc.). Vendor shall be dressed in uniform; company branded attire and shall exhibit good personal hygiene. All subcontractors will have undergone a background check before being assigned to a Bridge Homes job site.

Vendor will not offer gifts or entertainment to Agents or Agents' employees more than \$50.00 in value to avoid any conflict which could be considered a bribe, offer, or other arrangement or incentive to obtain goods or services. (Examples: meals, services, gift cards, tickets, electronics, etc.)

Vendor must disclose any relationship with any employee of the Agents prior to any contract negotiations. If the Vendor becomes aware of a conflict after commencement of services, the Vendor must immediately report the information to Agents.

**17. ACCEPTANCE**

It is understood and agreed that this Agreement may be executed in several identical counterparts, each of which shall be deemed an original for all purposes. Further, it is understood and agreed that this Agreement may be executed by the parties at different locations. In this regard, signature pages sent via facsimile, or email amongst these parties shall be deemed originals for all purposes.

**AGREED AND ACCEPTED:**

Vendor:  
  
Signed By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Agent: Goal Property Services, LLC dba Bridge Homes  
  
Signed By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: Vendor Services  
Date: \_\_\_\_\_



For Instructions or Additional Information on completing the W-9 form. Please visit

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2> <p style="margin: 0;">▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.</p>	Give Form to the requester. Do not send to the IRS.								
Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.									
	2 Business name/disregarded entity name, if different from above									
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.									
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):									
	5 Address (number, street, and apt. or suite no.) See instructions.									
6 City, state, and ZIP code										
7 List account number(s) here (optional)										
<h3>Part I Taxpayer Identification Number (TIN)</h3> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p> <p><b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>										
		Social security number <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> OR Employer identification number <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>								
<h3>Part II Certification</h3> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> <li>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</li> <li>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 Service (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</li> <li>I am a U.S. citizen or other U.S. person (defined below); and</li> <li>The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li> </ol> <p><b>Certification instructions.</b> 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. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</p>										
Sign Here	Signature of U.S. person ▶	Date ▶								
<h3>General Instructions</h3> <p style="text-align: right;">• Form 1099-DIV (dividends, including those from stocks or mutual</p>										

Names of Additional Insureds

**The following exact language must be listed on each vendor's certificate of insurance (top Eight in addition to the market/s you will be present from items 6-14):**

"The following **eight** entities are additional named insureds in respect to all policies listed on this Certificate of Insurance except for workers' compensation:

1. **Morrocroft Neighborhood Stabilization Fund, L.P.**
2. **Morrocroft Neighborhood Stabilization Fund II, L.P.**
3. **Gorelick Brothers Capital, LLC**
4. **GBC Residential Management, LLC**
5. **GOAL Property Services, LLC dba Bridge Homes**
6. **Tamina Homes, Inc**
7. **West Granite Homes Inc**
8. **Mermaid Homes, LLC**

**Add** one of the following entities depending on the state(s) you are contracting to complete work in for Bridge Homes in addition to the above five:


9. **GOAL Properties-Indiana, LLC dba Bridge Homes**
10. **GOAL Properties-Georgia, LLC dba Bridge Homes**
11. **GOAL Property Services, LLC dba Bridge Homes**
12. **GOAL Properties-South Carolina, LLC dba Bridge Homes**
13. **GOAL Properties-Texas, LLC dba Bridge Homes**
14. **GOAL Properties-Florida, LLC dba Bridge Homes**
15. **GOAL Properties-Oklahoma, LLC dba Bridge Homes**
16. **GOAL Properties-Nevada, LLC dba Bridge Homes**
17. **GOAL Properties-Maryland, LLC dba Bridge Homes**

Any limitations relating to this provision noted on this Certificate of Insurance is superseded by the above language."

**Address of Additional Insureds:**

6836 Carnegie Blvd  
Suite 320 and Suite 230  
Charlotte, NC 28211

# COI Example



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Name and address of the insurance producer	<b>CONTACT NAME:</b> Name of producer's employee <b>PHONE (A/C, No, Ext):</b> Producer's Telephone Number <b>FAX (A/C, No):</b> Optional <b>E-MAIL ADDRESS:</b> Producer's email@domain.com														
<b>INSURED</b> VENDOR NAME (may include any DBA) VENDOR ADDRESS	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Name of Commercial General Liability Insurance</td> <td>####</td> </tr> <tr> <td>INSURER B: Name of Commercial Auto Insurance</td> <td>12345</td> </tr> <tr> <td>INSURER C: Name of Umbrella Insurance</td> <td>67890</td> </tr> <tr> <td>INSURER D: Name of Worker's Compensation Insurance</td> <td>13579</td> </tr> <tr> <td>INSURER E: Name of etc Insurance</td> <td>24680</td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Name of Commercial General Liability Insurance	####	INSURER B: Name of Commercial Auto Insurance	12345	INSURER C: Name of Umbrella Insurance	67890	INSURER D: Name of Worker's Compensation Insurance	13579	INSURER E: Name of etc Insurance	24680	INSURER F:	
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INSURER E: Name of etc Insurance	24680														
INSURER F:															

**COVERAGES**
**CERTIFICATE NUMBER:**
**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJEKT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		X	Please See Page 13	09/30/2019	09/30/2020	EACH OCCURRENCE \$ ## DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ ## PERSONAL & ADJ (Per person) \$ ## GENERAL AGGREGATE \$ ## PRODUCTS - COMP/OP AGG \$ ##
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		X	Auto1234567890	09/30/2019	09/30/2020	COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 500,000 BODILY INJURY (Per person) \$ ## BODILY INJURY (Per accident) \$ ## PROPERTY DAMAGE (Per accident) \$ ##
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			Optional1234567890			EACH OCCURRENCE \$ ## AGGREGATE \$ ## PER STATUTE    OTHER \$ ##
	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N		WC1234567890	09/30/2019	09/30/2020	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Morrocroft Neighborhood Stabilization Fund, L.P.; Morrocroft Neighborhood Stabilization Fund II, L.P.; Gorelick Brothers Capital, LLC; GBC Residential Management, LLC; GOAL Property Services, LLC; Tamina Homes, Inc; West Granite Homes Inc; Mermaid Homes, LLC

VENDOR NAME (may include any DBA)

**CERTIFICATE HOLDER**

Gorelick Brothers Capital, LLC (DBA Bridge Homes)  
 6836 Carnegie Boulevard  
 Suite 230  
 Charlotte, NC 28211

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Name of producer's employee

Verified by PDFfiller  
09/30/2019



## Important Contacts

Onboarding paperwork, insurance updates, changes in markets serviced, work capacity, services offered, general vendor questions:

- [Vendors@bridgehomes.com](mailto:Vendors@bridgehomes.com)

### **Bids, Inspections, Project Updates, Photos, Change Orders, Other information related to project:**

- Contact your local Field Manager for Questions

### **Invoice Payment Inquiries:**

- Payments are done electronically via ACH. Make sure to go to the below link to fill out bank's routing and account number:
- [ACH Form](#)
- Contact your local Field Manager to ensure all payment Requirements are satisfied for deposit

### **Lien Waivers:**

- Lien Waivers should be uploaded in the vendor portal under Property Documents
- By default, all profiles are set up with the following requirements: All jobs over \$5,000 required a notarized Initial Lien Waiver for 50% and a notarized Final Lien Waiver for the remainder 50% of the amount.

### **Lawn and Landscape Issues:**

- Services needed at a property – or to alert the lawn vendor that the exterior will be inaccessible on a particular date: Contact your local Field Manager

### **Lockbox or Rekey Issues**

- Problems with the lockbox or the keys on any of the exterior doors or if a padlock needs to be cut:
- Contact your local Field Manager

### **Utilities Issues**

Getting electricity or water turned on at a property: Contact your local Field Manager