



**Moxie Real Estate**  
4425 E. Agave Road  
Suite 106  
Phoenix, AZ 85044  
480-877-9814  
[office@moxierealestate.com](mailto:office@moxierealestate.com)

## **Vendor Agreement**

The undersigned agrees to the following conditions:

- The vendor agrees to follow the policies and procedures of Moxie Real Estate when performing work for Moxie Real Estate.
- The vendor will complete/provide the following forms prior to commencing any work for any Moxie Real Estate.
  - o Vendor Information Form
  - o Vendor COI with Moxie Real Estate as an additional insured.
  - o W9

### Insurance

- Vendors will carry Worker's Compensation and will fulfill the following requirements:
  - o The vendor will notify their Worker's Compensation Company and request them to furnish Moxie Real Estate with an original endorsement of the policy.
  - o The vendor will furnish an original endorsement of all yearly renewals.
  - o The vendor will notify Moxie Real Estate if insurance company changes.
- Vendors will carry a general liability insurance.
  - o Moxie Real Estate will not use vendors who do not carry general liability insurance and requests the vendor to carry a minimum of \$100,000 current general liability insurance.
  - o Vendors will supply an original endorsement of the current liability insurance policy.
  - o The vendor will furnish an original endorsement of all yearly renewals.
  - o The vendor will notify Moxie Real Estate if insurance company changes.

### Tax Information

- Vendors will supply a social security number or tax ID via a W-9.
- It is the responsibility of vendors to notify Moxie Real Estate of any changes.

### Workmanship

- Vendors will supply competent work and the vendor guarantees they will redo the work to the satisfaction of Moxie Real Estate if necessary, with no additional charges.
- Vendor may request written or electronic job specification to clarify any obscure instruction/scope of work.
- The work is on a "contract labor" basis and vendors understand that Moxie Real Estate does not treat any vendor as an employee.

### Work Orders

- Vendor agrees to accept work orders via email from Moxie Real Estate.
- Vendors are to notify Moxie Real Estate immediately if the work exceeds the authorized amount on the work order and furnish a written cost estimate for work to done prior to beginning work.
- When Moxie Real Estate receives approval or denial from the owner, they will notify the vendor accordingly.
- Moxie Real Estate will provide vendors with access information for vacant properties on the work order. Otherwise, vendor will schedule with tenant listed on work order.



**Moxie Real Estate**  
4425 E. Agave Road  
Suite 106  
Phoenix, AZ 85044  
480-877-9814  
[office@moxierealestate.com](mailto:office@moxierealestate.com)

#### Response Time

- From the time a work order is received from Moxie Real Estate vendor shall respond as follows:
  - o Vendor is to contact the tenant for scheduling within 8 business hours.
  - o Vendor is to confirm receipt to Moxie Real Estate upon receipt.
  - o Vendor is to notify Moxie Real Estate of time and date work is scheduled within 2 business days.
  - o If vendor has difficulty reaching the tenant for scheduling, Moxie Real Estate is to be notified within 2 business days.

- **In the event of an emergency, vendor is to confirm receipt and schedule with tenants within 2 hours of receipt.**

#### Payment

- Vendors are to submit their invoices no more than 14 days after completion of work.
- Vendors are to provide Moxie Real Estate with before and after photos of all work with invoices in order to receive payment.
- Invoices and completion photos are to be submitted via email to [accounting@moxierealestate.com](mailto:accounting@moxierealestate.com). Invoices sent to anyone else will not be accepted.
- Invoices are paid within 15 days from receipt by Moxie Real Estate.
- Vendors are responsible for contacting Moxie Real Estate as soon as possible if they have an error or dispute with a payment in writing to [accounting@moxierealestate.com](mailto:accounting@moxierealestate.com).
- Vendors understand that Moxie Real Estate works for the owner and the owner is responsible for the funds for payment.

#### Tenants

- Vendors are to be courteous and professional with tenants.
- Vendors are to be dressed appropriately for work when meeting with tenants.
- Vendors are to clean up their work in/on the property.
- Vendors shall not smoke inside ANY Moxie Real Estate property.
- Vendors are NOT to enter any property where minors (under age 18) are present without an adult.
- Vendors are NOT to make comments on repairs or the condition of the property to tenants.
- Vendors are NOT to discuss in detail the repairs with tenants.
- Vendors are NOT to make promises to tenants unless it is within the work order request.
- Vendors are to call Moxie Real Estate from the property if necessary to clarify the work or request permission to do additional maintenance they see is required relating to the work order.
- If tenants request other work, the vendor is to instruct them to use their Tenant Portal and place a work order. Or they can call or email Moxie Real Estate to receive information on their login.
- If tenants pose a threat, vendors are to immediately leave the property and notify Moxie Real Estate.

#### Misc.:

- Vendors will furnish all tools, equipment and supplies to accomplish the agreed work.
- Vendors are solely and completely responsible for complying with all Federal, State and local laws and regulations.
- Moxie Real Estate can terminate the Agreement and Vendors status as an Approved Vendor to work for Broker with thirty (30) day written notice.



**Moxie Real Estate**  
**4425 E. Agave Road**  
**Suite 106**  
**Phoenix, AZ 85044**  
**480-877-9814**  
**office@moxierealestate.com**

I agree to the terms of this Vendor Agreement with Moxie Real Estate.

\_\_\_\_\_  
Printed Vendor Name / Name of Company

\_\_\_\_\_  
Authorized Vendor Signature

\_\_\_\_\_  
Date of Signature

Moxie Real Estate Signatures Below:

\_\_\_\_\_  
Moxie Real Estate Representative

\_\_\_\_\_  
Moxie Real Estate Representative Signature

\_\_\_\_\_  
Date of Signature



**Moxie Real Estate**  
4425 E. Agave Road  
Suite 106  
Phoenix, AZ 85044  
480-877-9814  
[office@moxierealestate.com](mailto:office@moxierealestate.com)

### Vendor Information Form

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

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

Address: \_\_\_\_\_

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

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