



Thank you so much for submitting a request to become an approved vendor for Remarkable Property Management and Re/Max, Team Athey! We appreciate having honest, punctual, and committed vendors who respect all parties involved. We believe that communication is the key to success. Here are some of our expectations, so please review them and let us know if you have any questions.

1. Proof of contractor insurance and W-9 must be provided to management before becoming an approved contractor. If you do not have contractor insurance, included in this packet is a brochure on how to get that process started.
2. A completed W-9 IRS form must be submitted to management before the initial invoice is paid.
3. We expect consistent pricing – i.e. the same charge for the same work done on two different properties. Fair pricing will be a consideration for the amount of work given on a consistent basis.
4. Tenants must be contacted within 24 hours of referral to your company to schedule work.
5. Photos are required before, during, and after the assigned work, including photos of the part replaced as well as photos of the new part.
6. Vendors need to be discreet and not disclose any information to the tenant. Refer tenant inquiries to the Project Coordinator. If an issue is brought to your attention or you notice something of concern, this information should be sent to our Project Coordinator ASAP.
7. Management must be notified if the work order needs to be changed in any way. Changes to quotes and/or work must be approved before work is started.
8. Since you are reflecting the image of our company and with respect to our clients' property, professional attire and appropriate shoe covers are required. Appropriate cleanup and trash removal from the property are also required after all work is done. Do not leave trash on the curb, unless approved by the Project Coordinator.
9. Vendor must have a Smartphone with photo capabilities.
10. Legible invoices must be submitted to Team Athey (via email preferably) within 5 business days and they will be paid within 2 weeks from date of submission. Invoices must include:
 - a. The name of the technician and his direct phone number;
 - b. The warranty information included with the work;
 - c. Signature of the tenant as acknowledgement of the work being done, if applicable;
 - d. In layman's terms, itemization of the work done;
 - e. Before, during, and after photos, and;
 - f. Invoice number.

Again, thank you for your interest in Team Athey. We look forward to working with you!



RE/MAX Dallas Suburbs Murphy, Texas Each Office is Independently Owned and Operated

Remarkable Property Management

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