



**Please include the following documents when returning your papers in this packet.**

1. Copy of your driver’s license
2. W9 Form filled out and signed
3. Signed page of the Agreement
4. Direct Deposit Form - Include a copy of a voided check or a preprinted form from your bank with your routing and account numbers.
5. Background Chargeback Statement
6. Aspen Grove Background check number ABC# \_\_\_\_\_ (Type here)
7. Certificate of Insurance (general liability, errors and omissions, workman’s compensation-if you have employees JJ Exterior Solution L.L.C. named as a certificate holder
8. Vendor Price sheet (you can fill out below or attach your own)
9. Also, please fill out the information below

**JJ Exterior Solution Subcontractor Information**

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

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

Driver’s License Number: \_\_\_\_\_ Driver’s License Expiration date: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Street Address City State Zip

Shipping Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Street Address City State Zip

**Subcontractor Service Area:**

Please list the names of counties, zip codes or radius you will service (separated by commas):

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

**Services Performed:**

Grass/Shrubs

Lock Change

Electrical

Snow

Maid Service

Plumbing

Whiterization

Trash Out

Roofing

Have you performed work for a Property Preservation company before?  Yes  No

**JJ Exterior Solution Pay Terms:**

All vendors are paid within 7-15 days after completion of the work order. Once your work is submitted into PROPERTY PRESS. WIZARD (PPW) processing time for work orders typically require 24 hours to be completed. Work orders that are submitted but are not successfully processed may result in a delay in pay. Subcontractors do not need to invoice JJ Exterior Solution, Payment details can be reviewed on PROPERTY PRESS. WIZARD (PPW) under the Reports tab.

Sub-contractor Signature

Date



## SUBCONTRACTOR AGREEMENT

**BETWEEN:** JJ EXTERIOR SOLUTION LLC, a GA Limited Liability Company, hereinafter referred to as “JJ Exterior Solution”: Po Box 465312, Lawrenceville, GA 30042

**AND:** \_\_\_\_\_ (the “Sub-contractor”),  
a company organized and existing under the laws of the State of \_\_\_\_\_, with its head office located at: \_\_\_\_\_

For the purpose of this document, JJ Exterior Solution’s Property Press. Wizard (PPW) Based internal software system is referred to as PROPERTY PRESS. WIZARD (PPW). This agreement shall be construed as if prepared with equal input by both parties and shall not be construed more strongly against either party regardless of who is more responsible for its preparation. If there is a conflict between this agreement and any present or future law, this agreement shall be curtailed only to the extent necessary to bring it within the requirements of the law.

WHEREAS JJ Exterior Solution desires to retain Subcontractor to perform certain contract work in accordance with various contract documents and specifications and this Agreement;  
WHEREAS Subcontractor desires to be retained for such services (“Services”) under the terms and conditions herein;  
NOW THEREFORE JJ Exterior Solution and Subcontractor agree as follows:

### 1. SERVICES

Subcontractor agrees to perform services relating to Property maintenance, lawn care, and Property improvements/repairs as set forth on work orders JJ Exterior Solution submits to Subcontractor. Subcontractor shall determine the method, details, and means of performing the services. JJ Exterior Solution may specify only the results desired in regard to the specified services.

### 2. RELATIONSHIP

Subcontractor is considered a self-employed, independent JJ Exterior Solution for all purposes. As such, Subcontractor is solely responsible for paying Subcontractor’s own Taxes. JJ Exterior Solution will submit a 1099 to the IRS reporting how much Subcontractor made in a given year, however JJ Exterior Solution will not withhold or deduct any Taxes from payments made to the subcontractor. Any persons Subcontractor employs in connection with the performance of its services will be Subcontractor’s employees and subcontractor will be fully responsible for them. Subcontractor will be responsible for all acts of its employees and contractors. Subcontractor will not be eligible to participate in any vacation, group medical or life insurance, disability, profit sharing or retirement benefits or any other fringe benefits or benefit plans offered by JJ Exterior Solution. Subcontractor has no authority (and shall not hold itself out as having authority) to bind JJ Exterior Solution and Subcontractor shall not make any agreements or representations on JJ Exterior Solution’s behalf without JJ Exterior Solution’s prior written consent.

### 3. WORK ORDERS

Subcontractor will be given a Work Order for each project, which will set forth the deadline for each project. Project specific requests/instructions may be included in the project Work Order. Failure to follow/performance all project unique requests/instructions included in each project Work Order shall be considered a major infraction. It is the responsibility of the Subcontractor to know all specifications to which JJ Exterior Solution expects each work order to be completed even if they are not listed on the work order itself. Any subcontractor suggested amendments to any work order must be approved in writing by JJ Exterior Solution before Subcontractor is authorized to perform any additional work.

### 4. QUALITY CONTROL

Upon Completion of a work order a representative of JJ Exterior Solution may conduct an in office (via Photos) and/or on site quality control inspection of the work completed, noting an infractions or deficiencies. In the event of any deficiencies or infractions, upon JJ Exterior Solution’s request subcontractor will revisit the Property and correct the infractions and deficiencies within 24 hours of JJ Exterior Solution’s request.



For each visit, JJ Exterior Solution will charge Subcontractor a \$50.00 penalty, which may be deducted from amounts owed to Subcontractor. Regardless of whether JJ Exterior Solution requests a revisit, JJ Exterior Solution may deduct such amounts it reasonably determines are appropriate to compensate JJ Exterior Solution for any deficiencies or infractions in the work performed and may charge JJ Exterior Solution for expenses incurred as a result of any deficiencies or infractions, including costs JJ Exterior Solution incurs to correct the infractions and or deficiencies. In the event of inconsistencies between this Agreement and the Work Order, the provisions of the Work Order shall prevail.

## **5. LABOR SUPERVISION & MANAGEMENT**

Subcontractor will supply all labor, tools and equipment required to perform the services under this Agreement. Subcontractor has the sole obligation and responsibility to supervise, manage, direct, and perform the projects specified in the Work Orders. JJ Exterior Solution is committed to comply with the Immigration and Reform Control Act. Subcontractor and all members of Subcontractor's crew must be lawfully permitted to work in the United States. Subcontractor shall indemnify, defend and hold JJ Exterior Solution harmless for any violations relating to immigration and work residency violations.

## **6. CONDUCT & SAFETY**

The Subcontractor and all crew members shall wear appropriate, non-offensive clothing while performing all work and services. No member of the crew is permitted to be shirtless at any time. All members of the Subcontractor crew shall act professionally and courteously at all times and especially when interacting with a Property owner or client of JJ Exterior Solution. The members of the Subcontractor crew shall refrain from any profanity while on the job site. The members of the Subcontractor crew shall not enter or request permission to enter a client residence unless there is prior written approval from JJ Exterior Solution. Subcontractor shall not solicit any additional work of any kind or any additional payment for work performed from any JJ Exterior Solution client. Smoking of any kind, alcohol Consumption, and/or the use of any illegal/controlled substance is strictly prohibited while members of the Subcontractor crew are on the job site. Subcontractor shall adhere to the latest Occupational Safety & Health Administration guidelines, including, but not limited to, the use of any required safety gear e.g. helmets, goggles, harnesses, etc. Subcontractor shall be responsible for payment of any fine or penalties relating to worksite safety. All crew members must be at least 16 years of age. Children are not allowed to be on site even if a parent is present.

## **7. COMPLETION, PHOTOS & PAYMENT**

A Work Order is not considered complete until all specified work is completed, all tools belonging to the Subcontractor are removed, and the job site is cleared of all work related waste and trash. Subcontractor is not entitled to any payment unless the Work Order is viewed as fully complete by JJ Exterior Solution and its clients. Subcontractor is not entitled to partial payment if work was partially complete.

Subcontractor shall prepare and send to JJ Exterior Solution a detailed digital photo catalogue of each completed Work Order. Each photo should clearly show that is was Taken at the Property specified in the Work Order by, at minimum, photographing the street sign, house number, and front of home.

Although most Work Orders have specifically required photos, Subcontractor should at minimum Take before, during, and after photos of each Task completed and the aforementioned photos if applicable. Photos shall be sent by Subcontractor to JJ Exterior Solution via PROPERTY PRESS. WIZARD (PPW). The Subcontractor shall have no right to payment unless adequate photos have been received by JJ Exterior Solution via PROPERTY PRESS. WIZARD (PPW) and approved by JJ Exterior Solution and its clients. It is the Subcontractors' responsibility to house all data, including but not limited to; invoice amounts, addresses, work order numbers, photos of work completed, and dates completed. JJ Exterior Solution is not liable for any lost data submitted by Subcontractor and Subcontractor may be required to resubmit invoices at no additional cost to JJ Exterior Solution.

## **8. LATE FEE PAY DEDUCTION SCALE**

A late work pay scale has been implemented by JJ Exterior Solution and will be placed on all work turned in late to JJ Exterior Solution. If a work is not completed and submitted by 12:00 AM on the due date specified in the Work Order, the work is considered late and subject to the late fee pay scale. All late work will be subject to the following late fee scale:

- 1) 1 day late: 10% late fee
- 2) 2 days late: 20% late fee
- 3) 3 days late: 30% late fee



4) 4 days late: work order reassignment to new subcontractor and deduction of fees related to reassignment to a new subcontractor.

#### **9. PAYMENT DISPUTES & REMEDIES**

If Subcontractor has not received payment on an order or “short paid” (paid less than the total believed), subcontractor shall create a dispute in PROPERTY PRESS. WIZARD (PPW) under the “Form & Docs” Tab by completing the Pay Dispute Form (if PROPERTY PRESS. WIZARD (PPW) was the issuing system). If Subcontractor no longer has access to PROPERTY PRESS. WIZARD (PPW), due to termination of business relationship or otherwise, Subcontractor must send an email to its account manager stating the Work Order numbers and street addresses for each individual order that was short paid or not paid.

Subcontractor has 15 days from the original payment date to dispute short payments or Subcontractor has 15 days after the expected payment date (30 total days) to dispute any payment. After these time periods, the order payments are closed and no further payments will be issued. Subcontractor waives and releases all claims for payments from JJ Exterior Solution which are not disputed by Subcontractor within the time frames set forth above, including but not limited to all work/services performed by Subcontractor which pre-date this Agreement.

It is the Subcontractor’s responsibility to keep track of the Work Order numbers for each Work Order completed. Any type of payment dispute is evaluated on an individual Work Order basis. Example: If Subcontractor believes it completed 50 Work Orders in a given week, but only received payment for 40 Work Orders, it is the Subcontractor’s responsibility to let JJ Exterior Solution know the Work Order numbers for each order it believes it was paid for.

In the event of a dispute as to payment or completion of a Work Order the Subcontractor agrees as follows: 1) Subcontractor shall not contact the Property owner or client of JJ Exterior Solution, 2) Subcontractor shall not file any liens against the Property and although Subcontractor may have rights under state law to execute and file liens for non-payment of invoices the undersigned Subcontractor does hereby waive and release any and all lien rights in connection with any work performed or claimed to have been performed on behalf of JJ Exterior Solution and Subcontractor agrees to indemnify JJ Exterior Solution from any lower tier subcontractors’ liens for non-payment of invoices and Subcontractor agrees that any lower tier subcontractors of Subcontractor shall waive and release their lien rights by executing the lien waiver form/link posted on the JJ Exterior Solution website, 3) Subcontractor agrees that all payment disputes shall be settled directly with JJ Exterior Solution and that there shall be no posted complaints by Subcontractor about JJ Exterior Solution on the internet or any other type of message board, and 4) Subcontractor agrees that any disputes pertaining to invoices shall be first submitted to mediation before Subcontractor initiates any action in a court of law and in which case Subcontractor consents and agrees that any and all litigation shall be filed in Los Angeles County, California. In the event of any court action the Subcontractor hereby irrevocably waives to the fullest extent permitted by law all rights to a jury in any action, proceeding or counter-claim including but not limited to actions founded in contract, statute, tort, negligence, or otherwise relating to this Agreement.

#### **10. PAYMENT TERMS**

JJ Exterior Solution agrees to pay Subcontractor for services rendered and determined complete within 30 days of submission into PROPERTY PRESS. WIZARD (PPW). Subcontractor may be on a pay schedule (weekly, monthly or otherwise) to be paid much sooner. JJ Exterior Solution may establish a course of dealing with Subcontractor for payment on a weekly basis or otherwise however in no event shall any course of dealing establish an obligation for JJ Exterior Solution to pay Subcontractor for services rendered and determined complete any sooner than within 30 days of submission into PROPERTY PRESS. WIZARD (PPW).

#### **11. INSURANCE**

Subcontractor shall maintain at its own expense during the term of this Agreement such insurance Policies covering the product and services to be provided as JJ Exterior Solution reasonably requests, but regardless of whether JJ Exterior Solution so requests, Subcontractor will maintain the following insurance:

1. Commercial General Liability Insurance in the amount of \$1,000,000 per each occurrence or claim, with Extended Property Damage Coverage in the amount of \$50,000 per each occurrence or claim for personal Property in the care or custody or control of Subcontractor, occurring as a result of subcontractor’s operations. If coverage is provided under a claim made form, any retro date on such coverage shall be no later than the date subcontractor first provides services to JJ Exterior Solution.



2. IF vehicles, automobiles liability insurance covering any such owned or non-owned vehicles with limits of at least \$100,000.00 per person/\$300,000 each accident.

Additional Obligations:

- A. Subcontractor's policies will be primary and non-contributing with respect to any other insurance or self-insurance which may be maintained by JJ Exterior Solution.
- B. Subcontractor and its Insurance Carriers shall waive subrogation with respect to any Workers Compensation and Commercial General Liability policies.
- C. Coverage under the Commercial General Liability policy and, if required, any E&O Liability policy, must remain in force for a minimum of 12 consecutive months after the conclusion of services under this agreement.
- D. Thirty (30) days written notice will be given to JJ Exterior Solution prior to cancelation, non-renewal or material reduction in limits of any insurance policy.
- E. Prior to commencing work under this agreement and within 10 days of each subsequent policy renewal, Subcontractor's insurers or their authorized representatives shall provide JJ Exterior Solution with Certificates of Insurance evidencing that all coverage and policy endorsements required under this agreement are maintained in force. With respect to any E&O coverage, the certificates must indicate that the coverage applies to Mortgage Field Services operations and also show any policy retroactive date. JJ Exterior Solution has the right, but not the duty to receive certified copies of any required insurance policy and to verify that the coverage provided meets the standards set forth herein.

Subcontractor must ensure that all lower tier subcontractors meet the insurance requirement minimums as specified in this Agreement. Nothing in the insurance requirements section will be construed as limiting the Subcontractor's (or any lower tier subcontractor's) liability to JJ Exterior Solution or a third party Indemnity Subcontractor agrees to hold JJ Exterior Solution harmless and defend and indemnify JJ Exterior Solution for any and all claims arising out of Subcontractor's performance under this Agreement or any Work Order, including any claims for injury, disability, or death of Subcontractor or Subcontractor's employees or lower tier subcontractors. Subcontractor further agrees to indemnify, defend and hold JJ Exterior Solution harmless from any and all claims arising from any negligent act or omission by Subcontractor or Subcontractor's employees or lower tier subcontractors including claims of third parties.

## **12. INTELLECTUAL PROPERTY**

JJ Exterior Solution is and shall be, the sole and exclusive owner of all right, title and interest throughout the world in and to all the results and proceeds of the services performed under this Agreement (collectively, the "Deliverables"), including all patents, copyrights, trademarks, trade secrets and other intellectual Property rights therein. Subcontractor agrees that the Deliverables are hereby deemed a "work made for hire" as defined in 17 U.S.C. § 101 for JJ Exterior Solution. If, for any reason, any of the Deliverables do not constitute a "work made for hire," Subcontractor hereby irrevocably assigns to JJ Exterior Solution, in each case without additional consideration, all right, title and interest throughout the world in and to the Deliverables, including all Intellectual Property Rights therein. Upon JJ Exterior Solution's request, Subcontractor shall promptly take such further actions, including execution and delivery of all appropriate instruments of conveyance, as may be necessary to assist JJ Exterior Solution to prosecute, register, perfect, record or enforce its rights in any Deliverables. If JJ Exterior Solution is unable, after reasonable effort, to obtain Subcontractor's signature on any such documents, Subcontractor hereby irrevocably designates and appoints JJ Exterior Solution as Subcontractor's agent and attorney-in-fact, to act for and on Subcontractor's behalf solely to execute and file any such application or other document and do all other lawfully permitted acts to further the prosecution and issuance of patents, copyrights or other intellectual Property protected related to the Deliverables with the same legal force and effect as if Subcontractor had executed them. Subcontractor agrees that this power of attorney is coupled with an interest.

## **13. CONFIDENTIALITY**

To the extent that, in connection with this agreement, Subcontractor comes into possession of any proprietary or confidential information of JJ Exterior Solution or of JJ Exterior Solution's client JJ Exterior Solution discloses any other proprietary or confidential information of a third party to Subcontractor (collectively, the "Confidential Information"), Subcontractor agrees to use such Confidential Information solely for the purposes of the applicable Work Order and not to disclose such Confidential Information to any third party without the prior written consent of JJ Exterior Solution. The terms of this Agreement, the JJ Exterior Solution software system, client information and lists, information about the Properties serviced by JJ Exterior Solution, and all information pertaining to JJ Exterior Solution's business operations and strategies, pricing, marketing, finances, sourcing, personnel or operations, shall all be considered Confidential Information. Confidential Information does not include any information that is or becomes generally available to the public other than.



**14. PERFORMANCE**

Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Subcontractor without prior written consent of JJ Exterior Solution. JJ Exterior Solution agrees to comply with all reasonable requests of Subcontractor necessary for the performance of Subcontractor’s services to be performed under this Agreement. JJ Exterior Solution agrees to pay Subcontractor for services in accordance with the description of services and compensation schedule established by the parties incorporated herein by reference (the “Pricing Schedule”)

**15. BACKGROUND CHECKS**

Subcontractor will be required to have an annual background screening by an Aspen Grove Background check (ABC) independent third party agency specializing in both social and criminal reporting. Failure to submit the background screen will result in immediate termination of the subcontract agreement. Further, Subcontractor is responsible for to obtain background checks on all of its employees and subcontractors and maintain up to date files with this information.

**16. TERMINATION**

Notwithstanding any other provision of this agreement, either party may terminate this agreement at any time by giving written notice to the other party.

This Agreement shall terminate automatically on the occurrence of any of the following events:

- 1. Bankruptcy or insolvency of either party.
- 2. Death or dissolution of either party.
- 3. Assignment of this Agreement by Subcontractor without the consent JJ Exterior Solution.

**17. ARBITRATION**

Any and all disputes or claims between JJ Exterior Solution and the Subcontractor arising out of this Subcontract shall be resolved by binding arbitration according to applicable Rules of Arbitration in California. In so agreeing the parties expressly waive their right to a jury trial, if any, on these issues and further agree that the award of the arbitrator shall be final and binding upon them as though rendered by a court of law and shall be enforceable in any court having jurisdiction over the same.

**18. SEVERABILITY**

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nonetheless continue in full force without being impaired or invalidated in any way. This Agreement shall be governed and construed in accordance with the laws of the State of California.

**19. ENTIRE AGREEMENT**

This Agreement supersedes any and all other agreements, both oral and written, between the parties with respect to the rendering of services by Subcontractor for JJ Exterior Solution and, together with the Work Orders and Pricing Schedule, contains all of the covenants and agreements between the parties with respect to the rendering of these services in any manner whatsoever. Any modification of this Agreement will be effective only if it is in writing signed by both parties.

**20. GOVERNING LAW AND RULES OF CONSTRUCTION**

The validity, interpretation, and performance of this Subcontract shall be governed by the laws of the jurisdiction where the Project is located or the laws of the State of California as chosen by the parties. Titles, captions, or headings to any provision, article, etc., shall not limit the full contents of the same. These articles have the full force and effect as if no titles existed.

This contract shall be binding upon and inure to the benefit of the respective successors, assigns, representatives, and heirs of the parties herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

**SUB-CONTRACTOR**

**JJ EXTERIOR SOLUTION**

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

## AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS (ACH CREDITS)

Sub-contractor/Company name: \_\_\_\_\_

I (we) hereby authorize JJ Exterior Solution LLC, to initiate credit and, if necessary, debit entries and adjustments for any credit entries in error to my (our): (select one)

Checking Account or

Savings Account indicated below, at the depository Financial

Institution named below, and to credit or debit the same from such account. I (we) acknowledge that the authority will remain in effect until I have (or either of us) cancelled it in writing and that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Financial Institution \_\_\_\_\_ Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

This authorization is to remain in full force and effect until JJ Exterior Solution LLC has received written notification from me (or either of us) of its termination in such time, and in such manner as to afford JJ Exterior Solution LLC and Financial Institution a reasonable opportunity to act on it.

Name (s) \_\_\_\_\_

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

Be sure to include a voided (Cancelled) check from your checking account and/or a statement of accounts for your savings account, whichever is applicable. The details from the check will be used to verify the account details. The information provided on the voided check/statement of accounts must match the written information.

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> 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.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                  <input type="checkbox"/> C Corporation                  <input type="checkbox"/> S Corporation                  <input type="checkbox"/> Partnership                  <input type="checkbox"/> Trust/estate         </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____         </p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____         </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

<p><b>Part I Taxpayer Identification Number (TIN)</b></p> <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>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;"><b>Social security number</b></td> </tr> <tr> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> </tr> <tr> <td colspan="10" style="text-align: center;"><b>or</b></td> </tr> <tr> <td colspan="10" style="text-align: center;"><b>Employer identification number</b></td> </tr> <tr> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> </tr> </table>	<b>Social security number</b>																					<b>or</b>										<b>Employer identification number</b>																				
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<p><b>Part II Certification</b></p> <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>	
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<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*





Line Item	Price	Unit
<b>Locks</b>		
Lock Set (Knob Lock and Deadbolt on the same door)	\$ 30.00	Per Set
Knob Lock / Dead Bolt (If only one is installed on a door)	\$ 20.00	Per Lock
Additional Lock - After 1st Door	\$ 17.00	Per Set
Digital/Mechanical locks	\$ 85.00	Per Lock
Padlock	\$ 11.00	Ea
Hasp	\$ 5.00	Ea
Padlock and Hasp / Chain	\$ 16.00	Per Set
Slider Lock (single lock door/window)	\$ 6.00	Ea
Lockbox	\$ 15.00	Ea
Install Window Lock/Latches	\$ 3.50	Ea

<b>Boarding &amp; Re-glazing</b>		
Deboard		Per Opening/UI
Boarding - Door (L+W - 5/8" & 3/4" Plywood)	\$ 0.50	UI
Boarding - Window (L+W - 1/2" Plywood)	\$ 0.40	UI
Clear Boading	\$ 1.25	UI
Security Door Installation	\$ 75.00	Per Door (Includes boarding, padlock & hinge)
Re-glaze (L+W)	\$ 1.00	UI
Remove & Replace Garagae Overhead Door (Single Door)	\$ 500.00	Ea (Includeing debris removal)
Remove & Replace Garagae Overhead Door (Double Door)	\$ 600.00	Ea (Includeing debris removal)

<b>Debris</b>		
Debris / Hazard / Raw Garbage Removal (PPR Work Orders)	\$ 15.00	CYD
Debris / Hazard / Raw Garbage Removal (M&M, AFAS)	\$ 15.00	CYD
Debris / Hazard / Raw Garbage Removal (REO)	\$ 18.00	CYD
Natural / Landscaping Debris Removal	\$ 12.50	CYD
Move Debris / Personals	\$ 7.00	CYD
Storage Removal	\$ 50.00	Per Occurrence
Maid Service - Initial	\$ 50.00	Per Unit
Maid Service - Refresh	\$ 30.00	Per Unit
Clean Refrigerator	\$ 25.00	Ea
Heavily Soiled Refrigerator - Clean	\$ 40.00	Ea (Includes Raw Garbage Removal)
Clean Toilet (If not part of winterization)	\$ 25.00	Ea
Heavily Soiled Toilet- Clean (If not part of winterization)	\$ 40.00	Ea (If Pre-Approval Was Given)

<b>Utilities</b>		
Outlet Cover Install	\$ 1.00	Ea
Installing light bulb	\$ 1.00	Ea
Cap - Dryer Vent	\$ 10.00	Ea
Cap - Electrical Wires	\$ 0.40	Per Box
Cap - Gas/Water Line	\$ 10.00	Ea



Secure All Loose Wires	\$ 15.00	Per Property
Carbon Monoxide Detector	\$ 15.00	Ea
Smoke Detector	\$ 10.00	Ea
CO & Smoke Combo Detector	\$ 40.00	Ea
Battery Replacement	\$ 1.00	Ea
De-Humidifier, Install	\$ 150.00	Electricity Must Be Active
Water Heater Strapping (if applicable)	\$ 30.00	Ea
Sump Pump, Install	\$ 165.00	Electricity Must Be Active
Mouse Traps, Set & Empty	\$ 35.00	10 Traps

Mold Treatment & Drywall		
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Antimicrobial Treatment (Clean only )	\$ 0.40	SF
Kilz	\$ 0.50	SF
Drylock	\$ 0.60	SF
Drywall & Insulation - Removal	\$ 0.25	SF
Drywall - Replace	\$ 0.95	SF
Basement Pumping	Up To 1000 SF	
	\$ 100.00	Up To 1' Deep
	\$ 150.00	Up To 2' Deep
	\$ 200.00	Up To 3' Deep
	\$ 250.00	Up To 4' Deep
	\$ 300.00	Up To 5' Deep
	Over 1000 SF	
	\$ 150.00	Up To 1' Deep
	\$ 250.00	Up To 2' Deep
	\$ 300.00	Up To 3' Deep
	\$ 400.00	Up To 4' Deep
	\$ 500.00	Up To 5' Deep

Pool		
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Existing Pool Cover - Remove	\$ 50.00	Includes Disposal
Pool, Above Ground - Drain	\$ 75.00	Ea
Pool, In ground - Drain	\$ 125.00	Drain to 4'
Pool - Shock / Treat	\$ 25.00	Treat with Chemicals

Roof		
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Tar Patch Roof	\$ 75.00	Approx. 10 SF (4 patches)
	\$ 125.00	Approx. 20 SF (8 patches)
	\$ 175.00	Approx. 30 SF (12 patches)



	\$ 200.00	Approx. 40 SF (15 patches)
Tarp Roof	\$ 100.00	Up To 200 SF
	\$ 150.00	Up To 400 SF
	\$ 250.00	Up To 600 SF
	\$ 350.00	Up To 800 SF
	\$ 400.00	Above 800 SF
Chimney Cap	\$ 85.00	Ea
Gutters- Clean	\$ 0.45	Per LF

Winterization		
Winterization (Dry Heat)	\$ 50.00	1st Unit (Includes Pressure Test)
Winterization (Dry Heat)	\$ 30.00	Additional Unit (Inc. Pressure Test)
Winterization (Wet)	\$ 70.00	1st Unit (Inc. Pressure Test)
Winterization (Wet)	\$ 35.00	Additional Unit (Inc. Pressure Test)
De-winterization	\$ 50.00	Per Unit
Re-winterization	\$ 30.00	Per Unit
Reverify Winterization	\$ 20.00	Per Unit
Pertial Winterization	\$ 25.00	Per Unit
High Pressure Test	\$ 20.00	Per Unit
Clean & Re-winterize Toilet (If part of winterization)	\$ 12.00	Ea
Thawing	\$ 100.00	Minimum Cost
	\$ 370.00	Less than 1000 SF
	\$ 480.00	1001 - 1600 SF
	\$ 555.00	1601 - 2400 SF
	\$ 778.00	2401 - 3500 SF

Miscellaneous		
Trip Charge & Inspection	\$ 15.00	
Wait Time / Man Hour	\$ 10.00	Each Additional Hour
Vehical Removal	\$ 75.00	Ea

Landscaping (Includes Raking, Bagging & Removing Clippings)		
Initial Grass Cut up to 12" (0000 - 5,000 SF)	\$ 30.00	Ea
Initial Grass Cut up to 12" (5,001 - 10,000 SF)	\$ 35.00	Ea
Initial Grass Cut up to 12" (10,001 - 15,000 SF)	\$ 40.00	Ea
Initial Grass Cut up to 12" (15,001- 20,000 SF)	\$ 45.00	Ea
Initial Grass Cut up to 12" (20,001- 25,000 SF)	\$ 50.00	Ea
Initial Grass Cut up to 12" (25,001- 30,000 SF)	\$ 55.00	Ea
Initial Grass Cut up to 12" (30,001- 35,000 SF)	\$ 60.00	Ea



Initial Grass Cut up to 12" (35,001- 40,000 SF)	\$ 65.00	Ea
Initial Grass Cut up to 12" (40,001- 45,000 SF)	\$ 70.00	Ea
Initial Grass Cut up to 12" (45,001- 50,000 SF)	\$ 75.00	Ea
Initial Grass Cut up to 12" (50,001-55,000 SF)	\$ 80.00	Ea
Initial Grass Cut up to 12" (55,001-60,000 SF)	\$ 85.00	Ea
Initial Grass Cut up to 12" (60,001-65,000 SF)	\$ 90.00	Ea
Initial Grass Cut up to 12" (65,001-70,000 SF)	\$ 95.00	Ea
Initial Grass Cut up to 12" (70,001-75,000 SF)	\$ 100.00	Ea
Initial Grass Cut up to 12" (75,001-80,000 SF)	\$ 105.00	Ea
Initial Grass Cut up to 12" (80,001-85,000 SF)	\$ 110.00	Ea
Initial Grass Cut up to 12" (85,001-90,000 SF)	\$ 115.00	Ea
Initial Grass Cut up to 12" (90,001-95,000)	\$ 120.00	Ea
Initial Grass Cut up to 12" (95,001-100,000)	\$ 125.00	Ea
Grass Recut (0000 - 5,000 SF)	\$ 25.00	Ea
Grass Recut (5,001 - 10,000 SF)	\$ 30.00	Ea
Grass Recut (10,001 - 15,000 SF)	\$ 35.00	Ea
Grass Recut (15,001- 20,000 SF)	\$ 40.00	Ea
Grass Recut (20,001- 25,000 SF)	\$ 45.00	Ea
Grass Recut (25,001- 30,000 SF)	\$ 50.00	Ea
Grass Recut (30,001- 35,000 SF)	\$ 55.00	Ea
Grass Recut (35,001- 40,000 SF)	\$ 60.00	Ea
Grass Recut (40,001- 45,000 SF)	\$ 65.00	Ea
Grass Recut (45,001- 50,000 SF)	\$ 70.00	Ea
Grass Recut (50,001-55,000 SF)	\$ 75.00	Ea
Grass Recut (55,001-60,000 SF)	\$ 80.00	Ea
Grass Recut (60,001-65,000 SF)	\$ 85.00	Ea
Grass Recut (65,001-70,000 SF)	\$ 90.00	Ea
Grass Recut (70,001-75,000 SF)	\$ 95.00	Ea
Grass Recut (75,001-80,000 SF)	\$ 100.00	Ea
Grass Recut (80,001-85,000 SF)	\$ 105.00	Ea
Grass Recut (85,001-90,000 SF)	\$ 110.00	Ea
Grass Recut (90,001-95,000)	\$ 115.00	Ea
Grass Recut (95,001-100,000)	\$ 120.00	Ea
Trim Tree - Small (includes clippings)	\$ 50.00	Up To 16' - 1st tree
	\$ 35.00	Up To 16' - Each Additional
Trim Tree - Medium (includes clippings)	\$ 75.00	Up To 24' - 1st tree
	\$ 50.00	Up To 24' - Each Additional
Trim Tree - Large (includes clippings)	\$ 100.00	Up To 50' - 1st Tree
	\$ 75.00	Up To 50' - Each Additional
Trim Tree - Extra Large (includes clippings)	\$ 125.00	Over 50' - 1st Tree
	\$ 100.00	Over 50' - Each Additional
Trim Shrubs (includes clippings)	\$ 30.00	1st 10 LF



	\$ 2.00	Each Additional LF
Vines Removal (includes clippings)	\$ 20.00	1st 20 SF
	\$ 1.00	Each Additional SF

Penalty		
Per WO declined in a county you signed up for	(-\$25)	Per order
Per WO that sits in your queue more than 24 hours without being declined or accepted	(-\$25)	Per order
Per WO declined the day its due or after the due date	(-\$25)	Per order
We will chargeback \$15 Per WO declined because you "OVERBOOKED"	(-\$15)	Per order
If you submitted late	(-10%)	On total invoice
Failed to provide required information per work order instruction, fill PCR form, bid & dimensions	(-\$25)	Per order