

## **SAMPLE — FOR REVIEW ONLY · NOT FOR SIGNATURE**

*This is a sample of the All Inclusive Realty Group vendor agreement so you can review our terms before you apply.  
The official document is sent for signature through DocuSign after you submit the vendor form.*



### **ALL INCLUSIVE REALTY GROUP, INC.**

#### **Vendor Packet — New Vendor Onboarding**

*Sales · Property Management · Lending | All You Need to Succeed*

P.O. Box 1163, Sloughhouse, CA 95683 · (916) 978-0992 · [www.AllInclusiveRealtyGroup.com](http://www.AllInclusiveRealtyGroup.com) · CA DRE #02005619

## **Welcome**

Hello,

Thank you for signing up with All Inclusive Realty Group, Inc. Enclosed is our new-vendor package. Please complete all provided forms and submit the supporting documents below within 10 business days. We look forward to working with you.

**A note on how we pay: you invoice us your standard rates — there is no vendor service fee or deduction of any kind taken from your payments. You bill your rate; we pay it.**

### **Required to activate you**

- Master Services Agreement — complete and sign in full.
- W-9 — for tax purposes; complete the top section, Part I, and Part III, and sign at the bottom.
- Business License — provide a copy.
- Workers' Compensation — provide proof of coverage (if applicable).
- Liability Insurance — copy of general liability (minimum \$500,000 per occurrence / \$1,000,000 aggregate) showing All Inclusive Realty Group, Inc. named as additional insured.
- Contact Information — all vendors must be reachable by email AND phone; all work orders are sent through these channels.

**Bids: Any work totaling over \$500.00 must be submitted in writing and approved by the owner before work begins, unless otherwise stated. Always separate materials and labor cost, and be as descriptive as possible. Written bid approval must be given by our office before any work starts.**

## Invoicing

Submit invoices to [accounting@allinclusiverealtygroup.com](mailto:accounting@allinclusiverealtygroup.com) as soon as work is completed, including completed-work photos for every work order. Payment is held until completion photos are received. Invoices are processed and paid on a 30-day cycle through the owner-statement process. Every invoice must reference the work-order (WO) number.

Points of contact — Work orders & maintenance: [maintenance@allinclusiverealtygroup.com](mailto:maintenance@allinclusiverealtygroup.com) (Kane Lewis, Brenda De Vera). Invoicing & accounting: [accounting@allinclusiverealtygroup.com](mailto:accounting@allinclusiverealtygroup.com). Owner / Property Manager: Gary Burmaster, [gary@allinclusiverealtygroup.com](mailto:gary@allinclusiverealtygroup.com). Office hours Mon–Fri 8:00 AM–5:00 PM.

# Master Services Agreement

This MASTER SERVICES AGREEMENT (“Agreement”) is made this \_\_\_ day of \_\_\_\_\_, 20\_\_, by and between ALL INCLUSIVE REALTY GROUP, INC., a California corporation (“AIRG”), operating in its capacity as agent for the Owner(s) (defined below), and \_\_\_\_\_ (“Contractor”), a \_\_\_\_\_.

## Recitals

A. AIRG is a property management company authorized to manage properties for various owners (“Owners”) pursuant to applicable property management agreements. B. Contractor is a business entity or licensed contractor, duly licensed and insured, that operates an independently established trade, occupation, or business and offers those services to the general public — not solely to AIRG — and is customarily engaged in that independent trade. C. Contractor desires to provide services to the Owners and their properties, and AIRG, acting as agent of the Owners, desires to obtain such services pursuant to this Agreement.

## 1. Engagement

Subject to the terms of this Agreement, AIRG, as agent of the Owners, engages Contractor as an independent contractor to perform services for the Owners (the “Projects”) on Owners’ properties (the “Project Properties”), and Contractor accepts such engagement.

## 2. Project-Specific Terms

Contractor’s specific services, performance requirements, and compensation shall be determined on a project-by-project basis pursuant to Project proposals prepared by Contractor and approved in writing by the applicable Owner (“Approved Project Proposals”). Contractor will furnish all work, labor, tools, equipment, materials, supervision, and administration necessary to perform each Approved Project Proposal in a good, expeditious, and workman-like manner.

## 3. Term

This Agreement commences on the Effective Date and continues until terminated by thirty (30) days’ prior written notice from either party.

## 4. Compensation

### 4.a Payment

Contractor shall render invoices promptly and on a monthly basis. All invoices must include the address where work was performed and the WO number, and shall be supported by reasonable documentation and appropriate lien releases if requested. For invoices connected to an Approved Project Proposal that AIRG has accepted and where Contractor is not in default, AIRG — acting solely as agent and disbursing from Owner funds, not as principal or payor — will process payment within thirty (30) days of receipt; Contractor looks solely to the applicable Owner for payment as provided in Section 10. Contractor invoices its standard rates; AIRG deducts no service fee of any kind from Contractor’s payments.

## **4.b Expenses**

Except as expressly provided in an Approved Project Proposal, all expenses incurred by a party are that party's sole responsibility.

## **4.c Pre-Approval**

Contractor shall not perform work that incurs a total bill in excess of Five Hundred Dollars (\$500.00), unless otherwise instructed when the work is ordered, without obtaining prior written approval from AIRG staff. Neither AIRG nor the applicable Owner shall be responsible for reimbursing Contractor for work performed in violation of this approval requirement.

## **5. Valid License & Compliance With Laws**

At all times during the term, Contractor shall maintain all valid licenses required to do business in California and to perform the services. If California requires a contractor's or specialty license (e.g., C-33 painting), a copy must be provided to AIRG with the business license when submitting this Agreement. Contractor shall comply with all applicable federal, state, county, and city laws, ordinances, codes, and regulations.

## **6. Mechanics Liens**

Contractor shall keep the Project Properties free and clear of all liens and claims of lien for labor, services, materials, supplies, or equipment. If Contractor fails to release any such lien within twenty (20) days after written request from AIRG, AIRG may (without obligation) pay or discharge it, and Contractor shall reimburse AIRG for the full amount plus attorneys' fees and costs, with interest at the maximum legal rate from the date of payment.

## **7. Insurance**

Contractor, at its own cost, shall obtain and maintain: (a) workers' compensation as required by law and employer's liability; (b) commercial general liability covering all operations; and (c) automobile liability for owned, hired, and non-owned vehicles. Coverage shall be in amounts acceptable to AIRG but no less than \$500,000 per occurrence and \$1,000,000 aggregate; deductibles shall not exceed \$5,000 without AIRG's written consent. Contractor shall name the applicable Owner and All Inclusive Realty Group, Inc. as additional insureds under its commercial general liability policies, primary to AIRG's policies, and provide certificates of insurance before commencing work, with no cancellation or reduction without thirty (30) days' prior written notice.

## **8. Indemnity**

To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the Owners and AIRG and their agents, officers, and employees from all claims, damages, losses, and expenses (including attorneys' fees) for property damage and personal injury arising out of or incidental to this Agreement or Contractor's performance, except as caused solely by AIRG's or Owner's negligence or willful misconduct. This indemnity survives termination.

## **9. Warranty of Work & Correction Guaranty**

Contractor warrants that all materials and equipment will be new and free from defects and that the work will conform to the Approved Project Proposal. Contractor guarantees it will correct all

deficiencies without charge for one (1) year after completion, except where a manufacturer provides a longer guaranty, and shall supply AIRG with all warranty documents.

## 10. Responsibilities of AIRG

AIRG enters this Agreement solely as agent for the Owners and orders work solely on Owners' behalf; AIRG is not responsible for payments to Contractor or debts against the Project Properties. Payment of all monies owed to Contractor is the sole responsibility of the applicable Owner, and Contractor agrees to look solely to the Owners for payment. AIRG will provide contact and accounting information to assist any collection activity at no additional cost or liability to AIRG.

## 11. Miscellaneous

(a) Non-Exclusive — either party may contract with others. (b) Relationship — Contractor is an independent contractor; no partnership, joint venture, or agency is created. (c) Entire Agreement — this Agreement and all Approved Project Proposals are the entire agreement and supersede all prior understandings; it may be modified only in a writing signed by both parties. (d) Partial Invalidity — an invalid provision does not affect the remainder. (e) Governing Law & Venue — this Agreement is governed by California law, and the exclusive venue for any dispute is Sacramento County, California. (f) Waiver — no waiver is implied by omission. (g) Attorneys' Fees — the prevailing party in any enforcement action recovers reasonable fees and costs. (h) Successors & Assigns — binding on successors; Contractor may not assign without AIRG's prior written consent. (i) Notices — in writing, effective on delivery/refusal as provided. (j) Time is of the essence. (k) Headings are for convenience only. (l) Non-Discrimination — Contractor shall perform all services in full compliance with the federal Fair Housing Act, California fair-housing and anti-discrimination laws, and shall not discriminate against any owner, resident, applicant, or other person on the basis of any protected characteristic.

**IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.**

AIRG: ALL INCLUSIVE REALTY GROUP, INC., a California corporation

By: \_\_\_\_\_ Name: Gary Burmaster Title: Owner Date: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_, a \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Vendor Questionnaire

1. Do you carry workers' compensation insurance?  Yes (attach certificate)  No

If no: "I declare I do not have employees and will not in the future without notifying All Inclusive Realty Group, Inc." Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Are you incorporated?  Yes  No Business License / Federal Tax ID #: \_\_\_\_\_  
Contractor's License #: \_\_\_\_\_

3. Do you carry liability insurance (minimum \$500,000 per occurrence / \$1,000,000 aggregate)?  
 Yes  No Has AIRG been named additional insured (certificate/endorsement provided)?   
Yes  No

4. Company mailing address: \_\_\_\_\_

5. Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_