

VENDOR SERVICE AGREEMENT

This agreement is made between SOWN Realty Group (“Company”) and _____ (“Vendor”) as of _____(Date).

1. SCOPE OF WORK

Vendor agrees to provide maintenance and repair services to properties managed by the Company as requested via written work orders.

2. PAYMENT TERMS

- All invoices will be paid on **net 30** terms.
- Payments are issued on the **10th of every month** or the following business day if it falls on a weekend or holiday.
- Invoices must be submitted in PDF format to finance@sownrg.com.
- All invoices must include the property address and the work order number. Invoices missing the property address or work order number **WILL BE REJECTED**.

3. WORK APPROVAL

- Work totaling **\$300 or less** is automatically approved.
- All other work must receive prior written approval.

4. RESPONSE TIME

Vendor agrees to respond to all work order communications within one (1) business day.

5. DOCUMENTATION

Vendor must provide **before-and-after photos** for each completed job.

6. INSURANCE

Vendor must maintain **a minimum of \$1 million in general liability insurance** and provide a Certificate of Insurance naming **SOWN Realty Group | 303 Twin Dolphin Dr. Sute 600, Redwood City, CA 94065** as **additional insured**.

7. SUBCONTRACTING

Subcontracting is **not permitted** without prior written consent from the Company.

8. TERMINATION

Either party may terminate this agreement at any time with written notice.

9. INDEPENDENT CONTRACTOR

Vendor is an independent contractor and not an employee of the Company.

Signed:

Name: _____

Vendor: _____

Signature: _____

Date: _____

Name: Casii Robrahn-Washington

Company: SOWN Realty Group

Signature: _____

Date: _____