



GC Realty & Development, LLC Vendor Agreement

This agreement is between GC Realty & Development, LLC (GCR&D) and _____ (Vendor) that states their information as follows:

Vendor Name:	Contact Name:
Office Phone:	Mobile Phone:
Business Address:	Email:
EIN/Tax ID#:	Driver's License#:
Insurance Provider:	Insurance Provider #:
Insurance Provider Contact Name:	Insurance Provider Contact #:

Yes ___ No ___ **Mold Remediation Certified**

Yes ___ No ___ **Bonded**

Yes ___ No ___ **Lead Based Paint Certified**

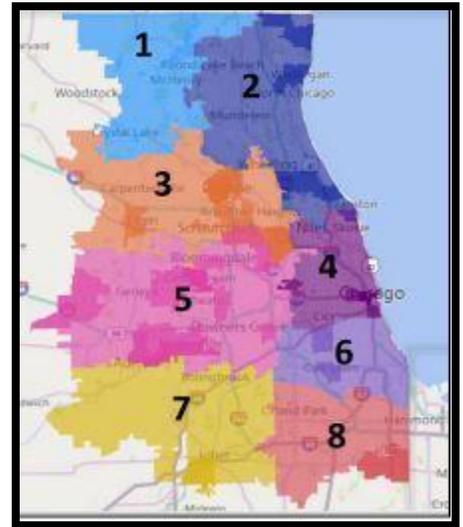
Yes ___ No ___ **General Contractor License / License #:** _____

Yes ___ No ___ **Are you available to work Monday through Friday 8am-5pm?**

Yes ___ No ___ **Are you available nights and weekends as needed?**

Coverage Area / Type Of Work: GCR&D wants to provide you with work that is in areas you can be most profitable in doing work that is most profitable for you. Please provide detailed information so we can send you the correct opportunities.

Coverage Area - GCR&D has our coverage area broken into 8 zones. Please view the map to the right and choose which zones you have the capacity to receive work in. (Select all that apply)



Zone 1 ___ Zone 2 ___ Zone 3 ___ Zone 4 ___

Zone 5 ___ Zone 6 ___ Zone 7 ___ Zone 8 ___

Type of Work - GCR&D has our work broken down in the following categories. Please select all categories you wish to receive work in.

- | | | | | |
|-----------------------|-----------------------|----------------------|--------------------------|-------------|
| ___ Painting Interior | ___ Exterior Roofing | ___ FlooringHardwood | | |
| ___ Mold Remediation | ___ Painting Exterior | ___ Exterior Siding | ___ Flooring Carpet | ___ General |
| ___ Handyman | ___ Electrical | ___ Exterior Windows | ___ Flooring Vinyl Plank | |
| ___ Appliance Repair | ___ Plumbing Minor | ___ Exterior Gutters | ___ Apt Turnover | |
| ___ Appliance Replace | ___ Plumbing Major | ___ Exterior Masonry | ___ Trash Removal | |
| ___ Locksmith | ___ Chimney Sweep | ___ Intercoms | ___ HVAC | |
| ___ Other _____ | | | | |

Vendor Initials _____



When working with GCR&D we have some non-negotiables that we need from you as a vendor. The vendor agrees to be available to work within the stated days/times as listed above. If a vendor's schedule changes either temporarily or permanently, it is the vendor's responsibility to notify GCR&D immediately in writing (email) of these changes.

Vendor Must:

- Hold/show proof of a registered business with the state.
- Follow all insurance requirements in **Addendum A**
- Hold/show proof of trade license(s) based on capability/category.
- Name GC Realty and Development, LLC (219 E Irving Park Rd Roselle, IL 60172) as **additionally insured**.

Vendor agrees to:

- Never disclose/discuss proprietary information related to performing work for GCR&D without GCR&D approval.
- Never disclose/discuss any GCR&D business practices, policies, or procedures to any individual or company.
- Process all work with any current client through GCR&D.
- Follow all HOA guidelines when working in an HOA building, including providing a certificate of insurance (COI) naming the HOA and complying with approved work hours.
- Never discuss pricing, markups, or payment terms with any GCR&D client, tenant or competitor.
- Vendor warrants all work for the applicable warranty period and at its own expense, will correct any reported defects within seven (7) days; otherwise, GC Realty may remedy the work and charge all related costs to Vendor.
- Never perform work at the request of the tenant or owner unless directed/approved by GCR&D in writing.

Vendor understands and agrees that:

- GCR&D has no contractual, financial obligation, or guarantee of awarding work to vendor.
- GCR&D may hold vendor liable for any/all job damages caused by vendor.
- GCR&D may request proof of purchase for supplies, materials, and permits or other.
- GCR&D may sever working relationships with vendor at any time.
- GCR&D may withhold payment if they have allowed license, insurance and workers comp. policies to lapse.

Vendor understands that when a work order is assigned it is the responsibility of vendor to:

- Notify GCR&D if requested work is outside the vendor's scope of skill set, capability, and/or training.
- Represent GCR&D in a professional manner including personal appearance, language, and appropriate dress.
- Complete work within the designated service window stated on work order.
 - o Emergency: On site in **4 hours** or less.
 - o High Priority: Scheduled and completed in **<24 hours**.
 - o Medium Priority: Scheduled and completed in **<96 hours**.
 - o Low Priority: Scheduled and completed in **<120 hours**.
- Inform GCR&D immediately if vendor is not available during the designated service window.
The Vendor acknowledges that no payment will be made for any work performed without prior approval.
- Inform GCR&D immediately if work is not completed within the designated service window.
- Provide GCR&D with an invoice AND **before/after photos of completed work within 24 hours of completion** to Invoices@gcrealtyinc.com
- Always keep GCR&D informed on any issues that may arise. (*i.e. pets, drugs, etc.*)
- **Receive approval for work over the maintenance limit (\$350)**

Vendor understands and agrees that:

- GCR&D is acting as the Agent for the Owner of the property.
- Timely completion of all work and submission of accurate invoices and receipts within two days of completion is required for payment. Late submissions may delay or forfeit payment.
- Vendor payout occurs on Friday of each week (holidays will default to the next business day after the holiday).
- GCR&D tracks tenant, owner, & property manager complaints and multiple complaints within a specific amount of time may result in GCR&D no longer doing business with vendor.

Vendor Initials _____



Vendor consents to receive SMS messages (including text messages), and telephone calls (including prerecorded and artificial voice and autodialed) from GCR&D, with service-related information, account information, and/or other information crucial to work together. The Vendor represents that the Vendor is permitted to receive calls and text messages at the telephone number provided to the GCR&D by the Vendor. Standard message and data rates may apply. SMS messaging services may be modified from time to time, for any reason, and without notice, including the right to terminate SMS messaging with or without notice, without liability to the Vendor. Vendor may opt out of messaging services upon written notice and request to GCR&D.

Job Completion is defined as:

- Work is completed based on scope of work order
- GCR&D representative has approved completed work
- Proof of work completed has been received and approved by GCR&D
- Invoice and receipts have been received by GCR&D

Work that fails to meet GCR&D quality standards must be corrected by Vendor or GCR&D may choose to chargeback Vendor for the full cost needed for GCR&D to complete/correct the issue caused by the Vendor.

_____ Date _____

Vendor

_____ Date _____

GCR&D

Once signed, what is next? Once GCR&D receives this agreement, W9, and the correct Certificate of Insurance with GCR&D as an additional insured you will receive a new vendor welcome email. At that point we can start sending you work orders as soon as we have work that matches your trade and location. Thanks for working with us!

Vendor Initials _____



Addendum A (Insurance Requirements)

All Vendors working with GC Realty & Development, LLC must maintain insurance based on the following requirements and at all times have GCR&D as an additional insured. We have created this addendum to lay out requirements and as a document you can share directly with your insurance agent.

Additional Insured: GC Realty and Development, LLC 219 E Irving Park Rd Roselle, IL 60172

Send Certificate of Insurance To: Contactus@gcrealtyinc.com

- All coverages must be placed with, at minimum, an A rated carrier
- A certificate of insurance must be provided to our office before any payments will be released to your organization
- Certificates must be provided to our office annually as your insurance policies renew

General Liability

- Minimum coverage limits of \$1,000,000/\$2,000,000
- Extend Additional insured, waiver of subrogation and primary and non-contributory

Auto Liability

- Minimum coverage limit of \$1,000,000
- Extend Additional insured, waiver of subrogation and primary and non-contributory

Employers Liability

- Minimum coverage limits of \$500,000/\$500,000/\$500,000
- Meet all applicable state laws

Umbrella/Excess

- Minimum limit of \$1,000,000/\$1,000,000 extending over General, Auto and Employers Liability

Workman's Compensation Insurance

- Must carry minimum requirements

For more information or FAQs regarding liability or workers compensation insurance please visit our vendor portal at <https://www.gcrealtyinc.com/vendor-portal>.

Vendor Initials _____



Authorization Agreement for Automatic eCheck Deposits

Vendor Name _____

Vendor Address _____

We complete our payments to our vendors via electronic check (eCheck) payment method! This means your payments will reach your bank account the next business day after being processed. No more waiting until your payment arrives in the mail!

The sign-up process is easy:

Simply complete the form below and return to the referenced email with a copy of your canceled check where you'd like us to deposit the funds. Authorization Agreement for Automatic eCheck Deposits (ACH Credits) Vendor authorizes and requests GC Realty & Development LLC to deposit all funds due for services rendered, automatically to my account identified below. I understand that it is my responsibility to ensure the below account information is correct and I confirm that I am authorized to accept funds into this account. This authorization will remain in effect until I have canceled it in writing.

Account # _____

Routing # _____

Print Name: _____ Date: _____

Signature: _____

A voided check must be included for bank purposes. If one is not included, your form will be sent back to you immediately and will delay your start date.

Thank you,

GC Realty & Development LLC
219 E Irving Park Road, Roselle, IL 60172
(630) 587-7400

****PLACE VOIDED CHECK HERE OR COPY OF BANK STATEMENT****

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one 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>Note: 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 not 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>4 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 style="font-size: x-small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

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 *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				
OR				
Employer identification number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. 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.

Sign Here	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.

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.