

New Vendor Instructions

Maintenance Vendors would you like to work with us?

Thank you for your interest in providing maintenance service for properties managed by Realty Management Associates. We are a full service residential property management company that has been in business since 1980 providing exceptional care for the properties we manage.

With over 400 single family homes under management there is a potential for a long lasting mutually beneficial relationship. Some vendors providing services to Realty Management Associates, Inc. have been associated with us for over ten years.

There are two areas of consideration prior to being added to our vendor list, first being requirements, then expectations, and then procedures.

Requirements:

1. If you have employees you must provide proof of workers compensation insurance. If you have no employees you must sign a statement to that affect.
2. You must provide proof of liability insurance.
3. If the types of services you provide require a contractor's license you must provide a copy.
4. W-9 form for tax reporting purposes as required by the IRS.

Expectations:

1. Provide in a professional manner only those services you are qualified to perform.
2. Charge in accordance to our customary charges based on our past experiences.
3. Provide services in a timely manner.
4. Treat all tenants, homeowners and company representatives respectfully.
5. Communicate status of services provided.
6. Provide professional and detailed invoices.

To be considered please submit copies of the required documents, copies of pricing schedules, and any other information that you think may be helpful.

You may mail, fax, or drop off this information at our office.