



**Realty Management Associates, Inc.**

4290 Chinden Blvd. Suite A, Boise, ID 83714

(208) 377-8889 Fax: (208) 377-2966

[www.RentalsInBoise.com](http://www.RentalsInBoise.com)

## Vendor Information Sheet

Business Name \_\_\_\_\_

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

Billing Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell # \_\_\_\_\_ FAX# \_\_\_\_\_

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

Tax ID# \_\_\_\_\_

Checks to be payable to: \_\_\_\_\_ Mail \_\_\_\_\_ Pick up \_\_\_\_\_

- 
- Realty Management Associates, Inc. pays once per month, on or before the 1<sup>st</sup>.
  - Submit detailed invoices with the **property address noted**
  - **Attach receipts for supplies to invoice when submitted.**
  - Submit within 5 days of job completion.
  - Invoice and reference each work order/separately
  - Please submit bonding/insurance and Worker's Compensation information & W-9

**Invoices submitted after the 20<sup>th</sup> of the month will not be paid in the current billing cycle.**

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Vendor Account Number \_\_\_\_\_