



ATLANTA VACATION RENTALS

ATLANTA VACATION RENTALS VENDOR AGREEMENT

This Agreement is between Atlanta Vacation Rentals, LLC, (“AVR”) and Vendor.

AVR Description: AVR manages short term furnished rental properties. AVR has no ownership in its managed properties; we work as agent for our property owner clients.

VENDOR INFORMATION

Full name
Are you a <input type="checkbox"/> Sole Practitioner, <input type="checkbox"/> LLC, <input type="checkbox"/> Corporation <input type="checkbox"/> , Other (Check one)
Title, if signing on behalf of an entity
If a LLC or corporation or other entity, name of entity
Date of Birth
Address
Telephone Number
Email Address

Vendor agrees to submit an IRS W-9 form.

AVR CONTACT INFORMATION

Atlanta Vacation Rentals, LLC
 2824 Chester Way, Decatur GA 30030
 Phone: (404) 518-5338
 Email: management@atlantavacationrentals.com

INSURANCE

Do you carry Worker’s Comp insurance? Yes or No (Check One)

Do you carry General Liability insurance? Yes or No (Check One) If yes, what are the liability limits of the General Liability policy? Describe: _____

If you have one or both of these insurance policies, have your insurer send Certificates of Insurance (Col’s) to AVR at our email address or postal address above.

INVOICES

No vendor payments will be made unless Vendor presents an invoice to AVR. Invoices must include the following:

- Invoice number
- Address of the property
- Date work was completed
- A description of the work completed
- Amount of invoice

Vendor agrees to submit invoices within 7 calendar days of completed work by email attachment to ap@atlantavacationrentals.com.

Vendor agrees that if invoices are not received within 14 days, AVR may deduct 5% from the amount of the invoice. If the age of the invoice reaches 30 days, AVR will deduct an additional 10% from the amount of the invoice. If the age of the invoice reaches 90 days, Vendor forfeits all right to said invoice.

VENDOR ACH AUTHORIZATION

AVR pays vendors only by ACH direct deposit. Vendor agrees to receive payment in this manner. Vendor authorizes AVR to initiate deposits to vendor’s bank account at the financial institution listed below. This authorization will remain in effect until AVR is notified by Vendor in writing to cancel transactions in such time as to afford AVR and the financial institution a reasonable opportunity to act.

Name of Account Holder
Name Bank
Address of Bank
Is account _____ Checking or _____ Savings? (Check One)
Is account _____ Personal or _____ Business? (Check One)
Routing Number
Account Number

TERMS OF PAYMENT

AVR makes every effort to pay Vendors on a “net 7” basis. Vendor payments are initiated after 5:00 pm on Fridays. Vendor payments usually post in two (2) business days or less. ACH payments made on Friday after 5:00 pm will usually post in the Vendor’s bank account by Tuesday or Wednesday of the following week barring bank holidays that may postpone the deposit by an additional day. Note that initial Vendor payments are usually delayed by a few days while AVR’s ACH vendor verifies the routing and bank account numbers of new payees. Subsequent ACH payments adhere to the schedule above.

CODE OF CONDUCT:

Vendor agrees to do no work on the property other than that which is specifically ordered by AVR on behalf of the owner.

Vendor agrees not to discuss with the guest the nature of repair orders and any additional problems or needs that Vendor may discover at the property.

Vendor agrees to keep the property immaculately clean: to clean up before leaving the property, remove all scrap materials, not track mud, dirt or grease on floors or leaving marks on walls, and if a guest's belongings need to be moved, to return them to their proper place.

EXHIBITS: All exhibits attached hereto are made a part of this Agreement. If any such exhibit conflicts with any preceding paragraph, said exhibit shall control:

SPECIAL STIPULATIONS: The following special stipulation, if conflicting with any exhibit, addendum, or paragraph of this Agreement, shall control:

ACCEPTED AND AGREED

Signature: _____

Printed name: _____

Title: _____

Date: _____