

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Vendor Name]
[Vendor Address]
[City, State, Zip Code]

Dear [Vendor Name],

Subject: Welcome to Our Residential Property Vendor Network

We are pleased to welcome you as a registered vendor for [Agency Name]. We look forward to working with you to provide high-quality maintenance and repair services for our managed residential properties.

To finalize your onboarding process, please provide the following documentation:

- Signed Vendor Agreement
- Proof of Professional Indemnity and Public Liability Insurance
- Trade Licenses and Certifications
- Bank Account Details for Electronic Payments
- Tax Identification Number (TIN) or Business Registration Details

Work Order Process:

All work must be authorized via a formal Work Order sent from our office. Please do not undertake any repairs without a written instruction, except in the case of pre-approved emergency protocols.

Invoicing:

Invoices should be sent to [Email Address] and must include the property address, work order number, and a detailed description of the services rendered.

If you have any questions regarding our procedures, please contact our Property Management Department at [Phone Number].

We look forward to a successful partnership.

Sincerely,

[Name/Signature]
[Job Title]
[Agency Name]