



3520 Galley Road  
Suite 200  
Colorado Springs, CO 80909  
(719) 574-5000 · Fax (719) 574-2361  
bkkeeper@csrentals.com

To Whom It May Concern:

Enclosed are some things we need filled out before we can add you to our list on contractors.

Just to let you know how we work, our preference is to either email or fax you a work order for things that need to be done. If anything should be more than \$250.00 then we need an estimate from you. We pay for most maintenance out of the rents so that the owners can track it for tax purposes, so that means we may take up to 30 days to pay the invoice. Please return the enclosed paperwork and have your insurance company fax us a copy of your coverage if you would like to become one of our vendors

Thank you,

*Misty Berger*

A Cut Above Property Management, Inc.

Enclosures



3520 Galley Road  
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Colorado Springs, CO 80909  
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bkkeeper@csrentals.com

Dear Contractor:

We would like to add you as one of our contractors, but before we can use your company as one of our contractors, we need the following information filled out and returned to A CUT ABOVE PROPERTY MANAGEMENT.

- o "Release of Liability" Agreement (Enclosed)
- o Certificate of Insurance-Liability
- o Certificate of Insurance-Workmen's Comp (if applicable)
- o Copy of contractor's license, if applicable
- o Tax I.D.# or Social Security# for year-end 1099: \_\_\_\_\_
- o Taxes reported under Company name: \_\_\_\_\_ or  
Individual name \_\_\_\_\_
- o Office Mailing Address: \_\_\_\_\_
- o Office Phone Number : \_\_\_\_\_
- o Fax Number: \_\_\_\_\_ Pager Number: \_\_\_\_\_
- o Cell Number: \_\_\_\_\_ Home Number: \_\_\_\_\_
- o E-mail Address : \_\_\_\_\_

Please help us update our files at your earliest convenience. All of these items are required for you to continue service with us.

Thank you for your cooperation and we look forward to working with you.

Sincerely,

*Misty Berger*

A Cut Above Property Management, Inc



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[bkkeeper@csrentals.com](mailto:bkkeeper@csrentals.com)

Dear Contractor:

We would like to add you as one of our contractors, but before we can use your company as one of our contractors, we need the following information filled out and returned to A Cut Above Property Management.

*REFERENCES:*

Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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**RELEASE OF LIABILITY BY CONTRACTOR**

I, \_\_\_\_\_

referred to as contractor, hereby hold A CUT ABOVE PROPERTY MANAGEMENT, INC harmless for any damages, accidents or injuries in regards to any maintenance or work done to properties under management or for sale by A CUT ABOVE PROPERTY MANAGEMENT.

I, as the contractor, also agree to maintain a minimum of \$500,000 liability insurance and the amount of Workman's Compensation required by the State of Colorado and A CUT ABOVE PROPERTY MANAGEMENT.

\_\_\_\_\_  
CONTRACTOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TRADE NAME

\_\_\_\_\_  
MISTY BERGER  
A Cut Above Property Management, Inc