

ENNIS PROPERTY PRESERVATION & FIELD SERVICES

SUBCONTRACTOR RECRUITMENT PACKET

**For Lawn Care • Cleaning • Debris Removal • Securing/Rekeys • Lockboxes • Board-Ups • Basic Preservation
Services**

Legal Company	Ennis Realty and Investment Group LLC
Operating Name	Ennis Property Preservation & Field Services
Phone	470-618-6543
Email	shenisa@ennisrealtyandinvestmentgroup.com

CONTRACTOR STATUS: Independent subcontractor / vendor - not an employee.

IMPORTANT: This packet is a business template. Licensing, insurance, worker-classification, and client/vendor requirements vary by work type and jurisdiction. Final agreements should be reviewed by Georgia counsel and your insurance professional before use.

1. Subcontractor Application

Complete all applicable fields. Do not leave service-area, insurance, licensing, or pricing information blank if it applies to your work.

Legal Business / Individual Name: _____

DBA / Trade Name: _____

Primary Contact: _____

Business Address: _____

City / State / ZIP: _____

Phone: _____

Email: _____

EIN or SSN used on W-9: _____

Years in Business: _____

Number of Crew Members: _____

Primary Service Counties / ZIP Codes: _____

Emergency / After-Hours Contact: _____

Services Offered (check all that apply):

☐ Lawn maintenance ☐ Initial lawn cuts ☐ Sales / refresh cleans ☐ Debris removal / trash-outs ☐ Rekeys / securing ☐ Lockbox installation ☐ Board-ups ☐ Occupancy / exterior field inspections ☐ Basic safety-hazard remediation ☐ Winterization / dewinterization ☐ Other: _____

Equipment / Capabilities:

List vehicles, trailers, lawn equipment, cleaning equipment, ladders, hand/power tools, rekey/lock equipment, board-up tools, smartphones/cameras, PPE, and other equipment you can deploy.

References / Relevant Experience:

Availability:

☐ Weekdays ☐ Weekends ☐ Same-day when accepted ☐ Emergency/after-hours Typical turnaround: _____

Applicant Certification

I certify that the information provided is accurate and that I will immediately report changes to my insurance, licensing, contact information, crew availability, or ability to perform assigned work.

Applicant Signature: _____ Date: _____

2. Contractor Requirements & Standards

Independent business: Maintain your own business operations, transportation, tools/equipment, scheduling, taxes, and personnel unless a written work order states otherwise.

Work-order authorization: Do not begin work until an Ennis work order or written authorization is received. Do not exceed scope or price without written approval.

No unauthorized subcontracting: Do not reassign Ennis work to another person/company without prior written approval.

Property protection: Do not enter, secure, alter, remove property from, or perform work at an occupied or questionable-occupancy property beyond the authorized scope.

Personal belongings: Stop, photograph, and report personal belongings. Do not remove, relocate, discard, or disturb them unless written authorization is provided.

Licensing: Maintain all licenses/permits required for the specific work performed. Specialized electrical, plumbing, HVAC, structural, or other regulated work may only be performed by properly qualified/licensed parties when required.

Insurance: Maintain insurance required by Ennis and/or the end client for the assigned service. Provide current certificates before dispatch when requested.

Safety: Use appropriate PPE and safe work practices. Immediately report hazards, injuries, property damage, police/fire activity, aggressive occupants/animals, or unsafe conditions.

Documentation: Provide complete before/during/after photographs and required notes. Poor or missing documentation can delay approval/payment.

Deadlines: Accept only assignments you can complete by the stated due date. Notify Ennis immediately of delays or access issues.

Professional conduct: No smoking, alcohol/drug use, unauthorized occupants, removal of materials, solicitation, or unprofessional conduct at client properties.

Callbacks: Correct contractor-caused deficiencies promptly and, when appropriate under the agreement/work order, without additional labor charge.

Minimum Dispatch Readiness

Before first dispatch, Ennis should have the contractor's completed application, signed agreement, W-9, service-area/pricing sheet, required insurance documents, licenses if applicable, and payment information.

3. W-9 / Insurance / Credential Checklist

- ☐ Completed and signed IRS Form W-9
- ☐ Government-issued ID or business identification, if required for credentialing
- ☐ Certificate of General Liability Insurance (COI), if required
- ☐ Workers' Compensation certificate or lawful exemption/waiver documentation, if applicable
- ☐ Commercial / business auto evidence if required for the assignment or client
- ☐ Professional Liability / E&O if applicable to the assigned service/client
- ☐ Applicable trade/business licenses and permits
- ☐ Service-area list (counties / ZIP codes)
- ☐ Completed contractor rate sheet
- ☐ ACH/payment information submitted through the company's approved secure method
- ☐ Emergency contact
- ☐ Signed Independent Contractor Agreement

4. Subcontractor Pay-Rate / Bid Sheet

Contractor should enter the amount it will accept from Ennis for each service. These are subcontractor rates, not Ennis's client-facing rates. Final pay is controlled by the accepted work order.

Service	Unit	Contractor Rate
Recurring lawn maintenance - approx. 1 acre	Per service	\$ _____
Initial lawn - approx. 1 acre	Per service	\$ _____
Sales clean - up to 2,500 sq. ft.	Per service	\$ _____
Refresh / recurring clean	Per service	\$ _____
Debris removal / trash-out	Per CYD	\$ _____
1-door rekey / secure	Each	\$ _____
Install lockbox - labor	Each	\$ _____
Lockbox - material	Each	\$ _____
Padlock & hasp	Each	\$ _____
Board-up	Per UI	\$ _____
Security door	Each	\$ _____
Approved no-work trip charge	Trip	\$ _____
Occupancy / exterior inspection	Each	\$ _____
Cap exposed wires	Each	\$ _____
Cap open dryer vent	Each	\$ _____
Cap open gas line	Each	\$ _____
Cap open water line	Each	\$ _____
Smoke detector	Each	\$ _____
Dry winterization	Each	\$ _____
Wet winterization	Each	\$ _____
Wet winterization - additional unit	Each	\$ _____
Radiant winterization	Each	\$ _____
Dewinterization	Each	\$ _____

Materials / dump fees included in rates? ☐ Yes ☐ No If no, explain: _____

Contractor Signature: _____ Date: _____

5. Photo & Work-Order Documentation Requirements

Arrival / identity: Photograph the front of the property and address/house number when visible. Confirm the work-order address before beginning.

Before photos: Take wide and close-up photos showing the full condition before work. Capture every area/item that will be serviced.

During photos: For work that changes or conceals conditions, document key stages and materials as work progresses.

After photos: Match the before-photo angles where practical and clearly show completed work, cleanup, and secured condition.

Quantity proof: For debris, board-ups, lawn dimensions, materials, or other measured work, capture enough documentation to support the quantity billed.

No people / privacy: Avoid photographing people, sensitive documents, account information, or personal identifiers unless specifically required to document an authorized condition.

Image quality: Photos must be clear, well-lit, upright, and usable. Do not submit blurry, duplicate, obstructed, or irrelevant images.

No alteration: Do not digitally alter photos in a way that misrepresents property condition or work performed.

Notes: Report access problems, occupancy concerns, hazards, damages, personal belongings, utility conditions, code notices, or scope changes immediately.

Submission: Upload/send documentation using the method and deadline stated in the work order. Keep copies as required by Ennis policy and applicable contract requirements.

Suggested Photo Sequence

1. Street/property identification → 2. Front elevation → 3. Before condition → 4. Detail/measurement photos → 5. During work → 6. Completed work → 7. Cleanup/final condition → 8. Lock/lockbox/secure condition when applicable.

Immediate Stop-and-Report Conditions

Possible occupancy • personal belongings requiring direction • active utilities creating a hazard • fire/flood/structural danger • biohazard • aggressive animals • law-enforcement activity • evidence of forced entry/crime • work outside authorized scope.

6. Independent Contractor Agreement

This Independent Contractor Agreement ("Agreement") is entered into between Ennis Realty and Investment Group LLC, operating as Ennis Property Preservation & Field Services ("Company"), and _____ ("Contractor"), effective _____.

1. Services and Work Orders

Contractor may be offered individual property-preservation or field-service assignments. Contractor is free to accept or decline an offered assignment before acceptance. Once accepted, Contractor will perform the authorized scope by the due date and according to the written work order, applicable law, and communicated client requirements. No minimum volume or exclusivity is promised.

2. Independent Contractor Relationship

The parties intend an independent-contractor relationship, not employment, partnership, joint venture, or agency. Contractor controls the manner and means of performing accepted work, subject to required results, property/client rules, deadlines, safety requirements, documentation standards, and applicable law. Contractor is responsible for its taxes, business expenses, personnel, tools, transportation, and benefits. Nothing in this clause overrides the legal classification required by applicable law.

3. Personnel and Further Subcontracting

Contractor is responsible for personnel it lawfully uses and for their conduct, qualifications, and compliance. Contractor may not transfer, assign, or further subcontract Company work without Company's prior written approval. Where the end client's rules require crew approval, background checks, credentials, or other authorization, Contractor will comply before dispatch.

4. Licenses, Insurance, and Compliance

Contractor will maintain all licenses, registrations, permits, insurance, and credentials required by law, the work order, Company, or the end client. Contractor will promptly notify Company of cancellation, lapse, suspension, restriction, or material change.

5. Property Access and Occupancy

Contractor will verify the assigned address and follow the work order's access instructions. Contractor will not assume a property is vacant when occupancy is uncertain. Occupancy concerns must be documented and reported before unauthorized entry, securing, or preservation action.

6. Personal Property

If personal belongings are discovered, Contractor will stop as necessary, photograph/document the condition, and contact Company. Contractor will not remove, relocate, use, sell, discard, or otherwise disturb personal property without written authorization.

7. Scope Changes and Bids

Contractor will not exceed the authorized scope, quantities, materials, or price. Conditions requiring additional work must be documented and submitted to Company for written approval before additional work begins, except immediate action reasonably necessary to address an emergency threat to life when permitted by law.

8. Documentation and Quality

Contractor will provide accurate notes, measurements, invoices/receipts when required, and complete before/during/after photographs. Contractor represents that submitted documentation accurately reflects the property and work performed. Contractor will promptly address documented deficiencies attributable to its work as required by the accepted work order and this Agreement.

9. Compensation

Company will pay Contractor the amount stated in the accepted work order, subject to completion, required documentation, client approval where applicable, and any lawful written adjustments. Contractor must not invoice the property owner, occupant, lender, servicer, asset manager, or Company's client directly unless

Company expressly authorizes it in writing. Payment timing: _____. Contractor payment method: _____.

10. Expenses and Materials

Unless the work order states otherwise, Contractor is responsible for ordinary operating expenses. Reimbursable materials, dump fees, permits, or extraordinary expenses require documentation and any required prior approval.

11. Damage, Safety, and Incident Reporting

Contractor is responsible for performing work safely and taking reasonable precautions to avoid damage. Contractor will immediately report injuries, property damage, unsafe conditions, suspected criminal activity, confrontations, or other significant incidents.

12. Confidentiality and Client Relationships

Contractor will use property, access, pricing, client, work-order, and occupant information only to perform authorized services and will protect nonpublic information. Contractor will not represent itself as the lender, servicer, asset manager, or property owner.

13. Records and Verification

Contractor will maintain reasonable records supporting completed work, pricing, credentials, and required documentation and provide them to Company when reasonably necessary to verify an assignment or satisfy client/compliance requirements.

14. Term and Termination

Either party may end this Agreement by written notice. Company may immediately suspend dispatches or terminate for safety concerns, fraud/misrepresentation, unauthorized entry/work, misuse/removal of property, material documentation failures, credential/insurance lapse, or material breach. Accepted assignments remain subject to any surviving obligations.

15. Indemnity and Liability

To the extent permitted by applicable law, Contractor will be responsible for losses, claims, damages, penalties, and reasonable costs arising from Contractor's negligence, willful misconduct, unauthorized acts, or material breach. This provision should be reviewed and tailored by legal counsel to the parties' insurance and Georgia law before execution.

16. Governing Law and Entire Agreement

Unless a work order or client contract lawfully requires otherwise, this Agreement is intended to be governed by Georgia law. This Agreement, accepted work orders, and incorporated written requirements constitute the parties' agreement regarding assigned services. Amendments should be in writing and agreed by authorized representatives.

Signatures

COMPANY: Ennis Realty and Investment Group LLC d/b/a Ennis Property Preservation & Field Services

By: Shenisa Taylor Ennis Signature: _____ Date: _____

CONTRACTOR: _____

By/Name: _____

Signature: _____ Date: _____

7. Contractor Onboarding Acknowledgment

Contractor acknowledges receipt/review of the following:

- ☐ Contractor Requirements & Standards
- ☐ W-9 / Insurance / Credential Checklist
- ☐ Subcontractor Pay-Rate / Bid Sheet
- ☐ Photo & Work-Order Documentation Requirements
- ☐ Independent Contractor Agreement

Contractor Name: _____

Authorized Representative: _____

Signature: _____ Date: _____

Ennis Approval: _____ Date: _____

Approved Services: _____

Approved Counties / ZIPs: _____

Notes / Restrictions: _____