

# Roles and Responsibilities of Each Party

## Management company

- Refers Home Owner to Contractor
- Receives and pays monthly invoice from Contractor for ongoing SRR maintenance minus tractor rental

## Home Owner

- Contacts Management for referral to Contractor (or contacts Contractor directly)
- Develops work specifications and hourly rates agreement with Contractor
- Receives and pays invoice to Contractor directly

## Contractor

- Performs ongoing SRR maintenance
- Completes annual Tractor Rental Agreement
- Rents tractor from SRR for side work for Home Owners
- When performing side work for Home Owners using SRR tractor:
  - Obtains waiver and release of liability between Contractor and Home Owner
  - Invoicing and collections are between Contractor and Home Owner
- Maintains and submits monthly invoices to SRR Management to include:
  - Ongoing SRR maintenance (labor hours and materials)
  - Tractor rental hours (credited to SRR balance)

# Process for Home Owner Requesting Tractor Work

## Home Owner

- Wants work done
- Contacts property management company

## Management company

- Refers Home Owner to Contractor

## Home Owner

- Contacts Contractor

## Contractor

- Discusses work to be done; price; timeframe with Home Owner
- Executes waiver and release of liability form with Home Owner

## Contractor

- Completes Rental Order form
- Performs work using rented tractor
- Prepares invoice for Home Owner (labor for work performed)
- Includes rental hours credit to SRR on monthly invoice to Management Company

## Management company

- Receives and pays monthly invoice from Contractor