VENDOR STANDARDS

AMRE works with qualified, reliable vendors to protect our owners' properties, ensure regulatory compliance, and maintain consistent service standards.

Vendor Vetting Requirements

Before performing work on an AMRE-managed property, vendors must meet baseline qualification standards, including:

Licensing

- Hold all required Florida state and/or local licenses as applicable to their trade
- Be properly licensed for work performed in Pinellas County
- Maintain active status in good standing

Examples include (but are not limited to):

- Electrical contractors
- Plumbing contractors
- HVAC contractors
- Roofing contractors
- General contractors

Insurance Coverage

Vendors must carry:

- General liability insurance
- Workers' compensation insurance (or a valid exemption where legally permitted)

Insurance documentation is required before work is assigned and must remain current.

Trade & Scope Compliance

Vendors are assigned work only within their licensed scope, ensuring:

- Proper permits where required
- Code-compliant repairs
- Reduced risk of liability or insurance issues

Performance & Professional Standards

AMRE expects vendors to maintain high service standards, including:

- Timely response and scheduling
- Professional communication with tenants and AMRE staff
- Clean, safe work practices
- Respect for occupied homes and tenant privacy
- Accurate documentation and invoicing

Estimates, Repairs & Approvals

Routine Repairs

- Coordinated by AMRE
- Performed by vetted vendors
- Billed according to management agreement thresholds

Larger Repairs or Capital Work

- Owners may receive:
  - Written estimates
  - Scope explanations
  - Timeline expectations

AMRE assists with coordination, but final approval rests with the owner, unless emergency conditions apply.

Emergency & After-Hours Work

During emergencies (water leaks, HVAC failure, storm damage, safety hazards):

- AMRE may dispatch vendors immediately to:
  - Mitigate damage
  - Protect habitability
  - Comply with Florida landlord-tenant obligations

Owner notification will follow as soon as practical.

Storm & Disaster Response

For hurricanes or severe weather events:

- Vendors may be deployed for:
  - Temporary repairs
  - Water mitigation
  - Debris removal
- Availability may be limited due to county-wide demand
- Emergency work is prioritized over cosmetic repairs

Important Owner Disclosures

- Vendor selection is based on availability, qualifications, and scope—not price alone
- Owners may suggest vendors, but AMRE must verify and approve
- AMRE does not guarantee vendor workmanship, but works to resolve issues promptly
- Some specialized or warranty-related repairs may require specific providers

Invoicing & Documentation

Owners can expect:

- Itemized invoices
- Work descriptions
- Vendor documentation upon request

Vendor charges appear on monthly owner statements.

AMRE's Role as Property Manager

- Vet and coordinate qualified vendors
- Protect owner assets and tenant safety
- Maintain compliance with Florida law
- Communicate clearly and transparently

Our goal is to minimize owner risk while protecting property value.