



3009 Galley Road
Colorado Springs, CO 80909
(719) 359-9491 · Fax (719) 576-2120
Misty@ACutAboveManagement.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 would 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 sometimes we are 30 days out. If this still sounds ok then please return the enclosed paperwork and have your insurance company fax us a copy of your coverage.

Thank you,

Misty Berger

A Cut Above Property Management

Enclosures



3009 Galley Road
Colorado Springs, CO 80909
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Misty@ACutAboveManagement.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.

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

Sincerely,

Misty Berger

Property Manager/Owner



3009 Galley Road
Colorado Springs, CO 80909
(719) 359-9491 · Fax (719) 576-2120
Misty@ACutAboveManagement.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: _____

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

Owner/CEO



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RELEASE OF LIABILITY BY CONTRACTOR

I, _____ referred to as contractor, hereby hold A CUT ABOVE PROPERTY MANAGEMENT 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



3009 Galley Road Ste
Colorado Springs, CO 80909
(719) 359-9491 · Fax (719) 576-2120
Misty@ACutAboveManagement.com

To: Vendors
RE: Direct Deposit of Accounts Payable

Dear Vendors,

In an effort to improve our services, A CUT ABOVE PROPERTY MANAGEMENT is now able to deposit your invoice proceeds directly into your designated bank account (checking or savings) through an automated ACH system. Thanks to advances in electronic banking, everyone who has an account with almost any bank our financial institution in the country may have this convenience. Choosing this feature means that your payments/funds will be available to you much faster. No more waiting on the US Mail! No more waiting in bank lines!

To authorize automatic deposit of your payments/funds, please fill out the authorization for provided and return it to us as soon as possible. Please provide a copy of a voided check for our records. We will need the routing numbers to implement this service.

Contact us at (719) 359-9491 or via email at misty@ACutAboveManagement.com if you have questions or would like additional information.

Sincerely,

Misty Berger

Property Manager/Owner