



## **Your HOA Community Management Vendor Program Details**

Your HOA Community Management is focused on the needs of our Clients. We realize the importance of the relationship with our Clients and the value our vendor program adds to this relationship. The Your HOA Community Management vendor program allows our vendors to provide special pricing to the communities we manage.

### **Website Advertising:**

The Your HOA Community Management Vendor Program allows your company to be listed on our “Preferred Vendor List”. A link to your company's website is available to all vendors that are part of our vendor program. Your company must be licensed and insured and have performed satisfactory work for Your HOA Community Management's clients in the past. Our Website is a valuable tool for our Clients and has a tremendous amount of information. We have thousands of hits on our website monthly.

### **Guidelines:**

Our Vendor Program Guidelines ensures that vendors are fully aware of all expectations and requirements when they engage with the Your HOA Community Management's Clients, improving the quality and timeliness of work. A client can move directly into the process of bidding and engaging with our Preferred Vendors without having to perform the investigative work. This saves time and money. In some cases the Preferred Vendors can begin work as soon as a work order has been issued. Your HOA Community Management will not guarantee or warranty the services provided by any designated Preferred Vendor. However, we can say at the time the Preferred Vendor did work for Your HOA Community Management, they did a great job and were properly licensed and insured at the time they provided their services

The high cost of advertising and postage does not have to stop your company from becoming known. One of the values of being a Preferred Vendor is the immediate exposure to the key people in the industry (managers, board of directors and homeowners)

**Questions? Don't hesitate to ask.**  
**(317) 682-0571 or [info@yourhoahelp.com](mailto:info@yourhoahelp.com)**

## **How does the Preferred Vendor Program work?**

It's easy. Follow the simple instructions below, and you will be only a short time away from a whole new market for your services.

After review of the information submitted you will receive notification that you have been approved. At that time Your HOA Community Management charges **\$500.00** per year to maintain membership in the Preferred Vendor Program. As part of the Program you will receive immediate referrals from Your HOA Community Management.

Joining the HOA Maintenance Services Preferred Vendor Program will earn you the following benefits:

- Advertising on our website
- A direct contact link from our website to you
- Increase in your routine customer base
- First in line to bid new communities that we manage
- We will let the boards know that you are on our Preferred Vendor List
- There is only (1) Preferred Vendor listed for each Category, so you have no competition with other similar vendors on our website listing.

Interested vendors are instructed to complete the "Preferred Vendor Application" form below and return it to our office. The information requested must be complete. We have hundreds of visitors weekly on our website, and as a preferred vendor, you will start receiving referrals directly to our communities that we manage.

**Questions? Don't hesitate to ask.**

**(317) 682-0571 or [info@yourhoahelp.com](mailto:info@yourhoahelp.com)**

**Your HOA Community Management, Inc.**

**Preferred Vendor Application**

*Please type or print.*

Company Name:

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

Type of Service:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

City, State, Zip Code:

\_\_\_\_\_

Telephone:

Fax:

Email:

\_\_\_\_\_

Website Address:

\_\_\_\_\_

**Payment for the Preferred Vendor Program with a (1) Year Agreement is \$500.00**

**Please send the payment to:**

Your HOA Community Management, Inc.

*% Preferred Vendor*

1547 N. State Street #210

Greenfield, IN 46140

Vendor's Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Your HOA's Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

## **Benefits of the Preferred Vendor Program:**

1. Listing on our Company Website's "Preferred Vendor Program" Page
2. Listing on our Client Community's Website's "Providers" Page
3. Direct Connection to your company from ours:
  - a. If someone calls our office inquiring about your services, we will obtain their information and refer their information to your company for you to contact.
4. Listing in our Quarterly Company Newsletter:
  - a. This newsletter is sent to the Board of Directors for every community we manage.
5. Your company representatives also gets a chance to attend a Board Meeting for each association to talk about your services and what you can offer to their homeowners.
6. Exposure on our Company's Social media (Facebook and Instagram) from time to time.

## **What Do We Expect from a Preferred Vendor?**

1. Professionalism at All Times.
2. Referrals from the Preferred Vendor; Suggested not Required:  
*We think of this relationship as a "Partnership". We will do everything possible to send business your way, in return, we ask that you would do the same if the opportunity arises.*
3. Best Business Practices:
  - a. As a Preferred Vendor, you have already passed the requirements that are needed to be on the list. We just ask that you continue these business practices over the life of your Preferred Vendor Status. We Promise to always do the same.