

KOJA PROPERTY SOLUTIONS, LLC

Vendor Onboarding Checklist

Thank you for your interest in partnering with Koja Property Solutions.

We work with reliable, professional vendors who are committed to quality service and timely communication.

1. Vendor Information & Documentation

Please submit the following to begin onboarding:

- ☐ Completed **Vendor Information Form** (link below)
- ☐ **Business License** or **Professional Certification**
- ☐ **Driver's License or Photo ID** (for individual vendors)
- ☐ **W-9 Form** (Taxpayer Identification | form below)
- ☐ Proof of **Business Insurance** (General Liability, Workers Comp if applicable)

Please note: Depending on the scope of work, you may also be required to list Koja Property Solutions as an additional insured on your insurance policy before work begins.

[Click here to complete our Vendor Information Form](#)

2. Compliance & Verification

- ☐ Business registration with Georgia Secretary of State (active status)
- ☐ Three (3) vendor references
- ☐ Signed Vendor Code of Conduct

3. Expectations

Vendors are expected to communicate promptly, complete work within agreed timelines, submit invoices in a timely manner, and maintain professional conduct when interacting with Koja Property Solutions, tenants, and clients.

4. Payment Setup

- ☐ Verify ACH authorization received
- ☐ Process test payment (if required)
- ☐ Add vendor to accounting system (e.g., QuickBooks / Rentec Direct)
- ☐ Confirm Vendor Payment Terms Agreement (e.g., Net 15 / Net 30)

Invoice Requirements:

All invoices submitted for payment must include the following:

- **Payee Name:** Koja Property Solutions
- **Date of Services:**
- **Description of Services Performed:**
- **Your Company Name:**
- **Your Phone Number:**
- **Your Email Address:**
- **Photos:** We typically require before-and-after photos for certain service requests.

Please note: Depending on the scope of work, you may also be required to list Koja Property Solutions as an additional insured on your insurance policy before work begins.

Invoices missing any of the above information may be delayed or returned for correction.

Payment Information:

Our payment schedule varies based on your company's set-up. Our goal is to process payments as quickly and efficiently as possible — sometimes as soon as the same or next business day. All payment terms will be reviewed and agreed upon in advance to ensure alignment.

We appreciate your partnership and look forward to building a long-term working relationship.

5. Communication & Expectations

- ☐ Vendor contact added to **preferred vendor list**
- ☐ Vendor portal access granted (if applicable)
- ☐ Review of **scope of services** and **pricing structure**
- ☐ Confirm understanding of **work order process, invoicing deadlines, and reporting expectations**

6. Call-To-Action

- ☐ Submit your information to begin the approval process

Koja Property Solutions manages multiple residential properties throughout the Atlanta area and values long-term vendor partnerships.

7. Contact Information

Office: 678-981-8300 (business hours) | **After Hours:** 678-310-3181

Email: Hello@KojaPropertySolutions.com | **Mailing Address:** P.O. Box 371345, Decatur, GA 30037