

## **Vendor - Master Key Access Agreement CondoHQ, LLC**

This Vendor Unit Entry Agreement ("Agreement") is entered into between **CondoHQ, LLC** ("Company") and \_\_\_\_\_ ("Vendor") for work authorized by CondoHQ, LLC within condominium units or properties managed by the Company. By signing this Agreement, the Vendor acknowledges and agrees to the following terms and conditions:

### **1. Access and Entry**

- 1.1. Vendor may access units only with a valid and approved work order provided by CondoHQ, LLC.
- 1.2. Vendor agrees to remove shoes or wear protective booties while inside units to prevent damage or debris during entry and work.
- 1.3. Vendor must return unit keys to CondoHQ, LLC by the end of each workday unless otherwise agreed upon in writing.
- 1.4. Lost or unreturned keys may result in additional security measures or key replacement protocols at the Vendor's expense.

### **2. Liability and Hold Harmless**

2.1. Vendor agrees to hold CondoHQ, LLC, its employees, and the associated condominium association harmless for:

- Unauthorized access or entry outside of an approved work order by the Vendor, its managers and or staff.
- Lost or unreturned keys.

### **3. Coordination and Communication**

3.1. The Vendor is responsible for coordinating and communicating any changes to the work schedule in a timely manner to CondoHQ, LLC. This ensures sufficient notice is provided for owner communication, as required under the maintenance contract with the Association.

### **4. Insurance and Documentation**

- 4.1. Vendor agrees to provide a W-9 form upon request.
- 4.2. Vendor must supply a Certificate of Insurance listing CondoHQ, LLC as the certificate holder. The certificate must remain active and up-to-date, and CondoHQ, LLC must be notified of any changes in insurance coverage that could impact work performed under this Agreement.

## 5. General Terms

- 5.1. This Agreement does not guarantee or imply future work or exclusive rights to any contracts.
- 5.2. CondoHQ, LLC reserves the right to update its protocols, and the Vendor will be informed of any relevant changes.

By signing below, the Vendor acknowledges that they have read, understood, and agree to the terms outlined in this Agreement.

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### Vendor Information

- **Vendor:** \_\_\_\_\_
- **Signers Title:** \_\_\_\_\_
- **Signers Name:** \_\_\_\_\_
- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_