



PRETTY PANDA PROPERTIES, LLC

Property Management
St Pauls, NC

WORK ORDER

Work Order #:

Date Issued:

PROPERTIES — check all that apply

221 E Broad St

221 E Broad St (SFH)
221-A E Broad (Lower Unit)
221-B E Broad (Upper Unit)
Common / Exterior

308 E Broad St

308-A E Broad (Lower Unit)
308-B E Broad (Upper Unit)
Common / Exterior

312 E Broad St

312 E Broad APT 1
312 E Broad APT 2
312 E Broad APT 3
312 E Broad APT 4
Common / Exterior

Other / Specify:

TENANT ACCESS

Vacant

Tenant contact:

Lockbox / Code:

SCOPE OF WORK

DATES & PERMITS

Start Date:

Complete By:

Permits:

PPP

Contractor

N/A

CONTRACTOR INFORMATION

Company:

License #:

Contact:

Phone:

Email:

Address:

Certificate of Insurance on file (PPP listed as additional insured)

W-9 on file

PAYMENT TERMS

Total \$:

Terms:

Upfront \$:

On Completion \$:

Send Payment To (contractor to fill — name, mailing address, ACH/Zelle/Venmo, etc.):



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ACKNOWLEDGMENTS & TERMS

- 1. WORKMANSHIP WARRANTY.** CONTRACTOR will perform all work in a workmanlike manner and warrants all workmanship for one (1) year from the date of completion. Defective work will be re-performed at no additional charge during the warranty period.
- 2. LIEN WAIVER.** CONTRACTOR will provide a signed unconditional lien waiver upon receipt of final payment, waiving all mechanics-lien rights against the property.
- 3. INSURANCE.** CONTRACTOR will maintain general liability and (where applicable) workers-compensation insurance during all work, and will provide a Certificate of Insurance naming Pretty Panda Properties, LLC as an additional insured upon request.
- 4. PERMITS.** The party indicated on page 1 is responsible for obtaining and paying for any required permits. Work requiring permits will not begin until permits are issued.
- 5. PHOTO DOCUMENTATION.** CONTRACTOR will provide before-and-after photographs of all completed work for property records, delivered electronically with the final invoice.
- 6. TENANT COORDINATION.** CONTRACTOR will coordinate access with tenants where applicable, treat occupied units with care, and minimize disruption during work.
- 7. CHANGE ORDERS.** Any work outside the scope on page 1 requires written approval from Pretty Panda Properties before performance. Verbal change orders are not authorized and will not be paid.
- 8. CANCELLATION.** EITHER PARTY may cancel this Work Order with three (3) days written notice. Upon cancellation, CONTRACTOR will be paid for work satisfactorily completed and non-returnable materials purchased prior to the notice.
- 9. COMPLETION CRITERIA.** Work is considered complete when (a) all items checked on page 1 are finished, (b) the work area is broom-clean and free of contractor materials and debris, and (c) any required photographs and lien waiver have been provided. Final payment becomes due per the payment terms on page 1 from this date.
- 10. TAX REPORTING & W-9.** CONTRACTOR will provide a current and complete IRS Form W-9 to Pretty Panda Properties. NO FINAL PAYMENT will be released until a signed W-9 has been received and is on file. Pretty Panda Properties will issue a Form 1099 where required by law.
- 11. GOVERNING LAW.** This Work Order is governed by the laws of the State of North Carolina. Any dispute will be resolved in Robeson County, NC.
- 12. ENTIRE AGREEMENT.** This Work Order, together with any written change orders signed by both parties, is the entire agreement between the parties regarding the work described.

SIGNATURES

Pretty Panda Properties Manager

Contractor

Date:

Date:

Signature

Date

Signature

Date

Nicholas W Voss

Printed Name

Printed Name