



## Vendor FAQs

### **How do I get my company on the approved vendor list for KSP?**

Complete the Vendor Network Contact Form on our website and KSP will be in contact with you. We evaluate our vendors using a variety of criteria including:

- Quality of Workmanship
- Fair Market Pricing
- Timeliness/Responsiveness
- Trade Licensing
- Insurance Requirements

### **What are the requirements to be a KSP property management vendor?**

In short, we require our vendors to maintain professional trade licenses, as required. General Liability Insurance and Workman's Compensation Insurance (if you have employees) are required. We require photos to verify completed work. And we also require confidentiality to protect our property owners, tenants, and property management team. More details will be provided during the vendor screening process.

### **How do I bid for a job with KSP property management?**

KSP will request bids from approved vendors. Bids must be submitted in writing. The bids will be evaluated considering a variety of factors, including but not limited to: quality of workmanship, ability to perform the work required, pricing, and also timing and availability of the vendor.

### **When can I expect payment from KSP?**

For each job performed, KSP requires an invoice accompanied by pictures to verify the work is complete. After receipt of the invoice AND pictures, our accounting department will begin processing payment. We pay vendors weekly.

### **How does KSP issue payment to vendors?**

We ask our vendors for their preferred method of payment. We can pay by check or electronically by Zelle or other means.

### **Does KSP provide annual reporting of income to vendors?**

KSP issues IRS 1099-MISC to all vendors who have been paid \$600 or more for the calendar year. These 1099s are issued by the end of January for the previous year.