



Blue Collar Homes

Your local, real estate solutions company!

**A Guide To Our
Construction Relationship**

Facts About Blue Collar Homes, LLC

- *Experienced in solving real estate problems for homeowners & Project Management to assist with our Residential Redevelopment Goals*
- *Ability to make CASH offers for homes and create fast, hassle-free transactions, These CASH offers take into account Full REHAB cost including a contingency*
- *Focused on providing continued work for our Contractors with our constant marketing to acquire additional properties*
- *Our target for the next 12 months is to Acquire and Redevelop a minimum of 10-15 Properties!*

Who We Are!

Blue Collar Homes, LLC is a full service real estate solutions firm that purchases and sells properties throughout the greater Nashville, TN area. Founded in 2017 by Eric & Tiffany Mullins, Blue Collar Homes, LLC is proud to provide real estate services in the following areas:

- Residential Redevelopment
- Short Sales/Loss Mitigation
- Real Estate Investment
- Foreclosure Solutions

Blue Collar Homes, LLC is passionately pursuing our goal to help hundreds of people in our community find solutions to their real estate needs. Our organization is well-funded and driven to successfully purchase properties with CASH; and quickly renovating and listing to re-sell those properties to retail home-buyers and landlords. Blue Collar Homes, LLC is excited to be part of the area's renaissance, and we aspire to continue contributing to the economic rejuvenation of Nashville and its neighborhoods.

We not only purchase property, but we also sell homes, many of which are completely renovated and in move in condition. Whether you are dreaming of becoming a first home buyer or looking to upgrade your current home, **we can help!**

Blue Collar Homes, LLC is truly committed to helping each individual customer. **We focus on fast response, integrity and over-delivering on customer service. By putting the customer's needs first, whether selling or buying a home, we can help you realize your real estate goals.**

Our Leadership

Tiffany Mullins – Former Registered Dental Assistant that has lived in the Hendersonville, TN area her whole life. She has always had a passion for Real Estate and in 2017 decided to finally take the plunge and dedicate herself to the trade of Real Estate Investing.

Eric Mullins – Veteran of the United States Navy moved to Clarksville, TN in 2007 after being Honorably discharged following 6 years of service. He has worked as a Electrical Engineer in various fields since 2007 and most recently decided to take more control in his life by changing goals and joining his wife on her Real Estate path.

Together they live in Gallatin, TN with their 2 wonderful children Breana and Brayden.

Our Mission as We Work with Our Contractors

If you are a general contractor with high ethical and work standards who is looking to develop a long-term relationship with a well-established real estate development firm that will provide you with a steady stream of work and pay you a fair price for the work you do—when you complete it, not weeks or months later—then we are looking forward to meeting you soon.

We are looking to work with General Contractors for long periods of time and over many projects. We will work with you to make sure projects are accomplished in a effective and timely manner. We want to help you grow your business as well, one of the many benefits of working with us besides a continual stream of work is the ability to work on multiple projects at any given time.



Short & Long Term Goals

As well-established real estate professionals, we are in this business for the long haul. We place a high priority on developing long-term relationships with our customers and our contractors so that we all achieve our goals.

SHORT TERM GOALS

Our short term goal is to aggressively expand the presence of our business in Nashville & surrounding markets to include Knoxville, Chattanooga and Jackson. Our current annual projection is to renovate one or more homes a month and acquire as many new properties to Wholesale as possible. Rehab budgets on our projects range anywhere from \$5,000 on a quick flip property to \$250,000 on a full rehab. Typical project time frames generally run from 3-6 months. Our goal is to turn around our projects at a rapid pace so we can get paid as quickly as possible and use those profits to immediately start on the next rehab. This ensures that we and our contractor teams have a steady supply of work.

LONG TERM GOALS

Our long term goal is to grow our operations into multiple target markets across the country in the coming years. What this means for you is we will create a growing stream of rehab projects for our contractors to work on long into the future, providing our affiliated contractors with a reliable source of projects for many years to come both locally and nationwide if you wish to grow your business to those heights.

HOW WE PLAN TO ACCOMPLISH OUR GOALS

To generate value, we focus on aggressive project management coupled with the use of highly skilled and professional independent contractors to complete our renovations as quickly and effectively as possible. In addition, we employ proactive marketing tactics to pre-sell our properties during the rehab stage instead of waiting until the project is complete. This gives us a head start that often enables us to sell our properties before the paint has even dried on them. Successful execution of these strategies rely on the high quality of work performed by our contractors, which is why we put such a high premium on finding the best contractors in the area and then developing long-term, mutually beneficial win-win relationships.



Company Credentials

OUR EDUCATION & TRAINING

As always, having the correct knowledge is essential in order to carry out any mission. We have invested a great deal of time, energy and capital investment into our real estate education to make sure we not only protect ourselves, but also provide you with the peace of mind knowing that we are a legitimate company with sound knowledge and experience.

We've been mentored by the nations' premiere Real Estate Investment Company, CT Homes, LLC, also featured on the hit TV show "Flip This House". Our real estate investing mentorship involved a comprehensive 6-month curriculum, covering all the ins and outs of creative real estate investing. Beyond the principles of sound investing, we were also thoroughly trained on how to build a successful business based on systems and predictability.

Having been involved in thousands of real estate transactions, our personal investing coaches have created the necessary systems and tools to allow us to strategically invest in real estate; and grow and expand our business. These tools are readily available for us to leverage when analyzing our real estate deals.



Benefits Of Working With Us

WHY CONTRACTORS LOVE TO WORK WITH BLUE COLLAR HOMES, LLC!

We work hard to create positive and productive mutually beneficial relationships with our affiliated businesses and contracting teams. We strive to assist in the business development of our contracting teams with a goal of mutual growth and continued, long-term success. The use of our proven construction rehab system results in a more predictable and efficient process which consistently creates a superior product and increased profit for our contractors.

HERE ARE A FEW MORE REASONS TO WORK WITH Blue Collar Homes, LLC!

WE LOVE TO PAY OUR CONTRACTORS

Let's get this straight right up front: Unlike some companies you may have worked with in the past, we *love* to pay our contractors. Really! We know you've got a business to run and bills to pay—so do we. We understand that when you complete a payment milestone that you want to get your payment as soon as possible. And we know that it's in our interest to have a committed, happy contractor as a partner. So we *will* pay you—and pay you promptly—as the work is completed in the stages laid out at the onset of the project.

A STEADY STREAM OF WORK

Our business strategy is to purchase distressed residential properties, and then renovate and sell them to retail home buyers and landlords. We have a dedicated acquisition team constantly scanning the market for properties that meet our investment profile. Our acquisitions specialists only get paid when we purchase a home, so they are highly motivated to find properties giving us a steady supply of projects for you and your team. We also work with a national group of investors who provide us with the funding we need to finance our aggressive approach to buying, rehabbing, and selling properties in short time frames. This resource of funds allows us to buy properties quickly and consistently.

WE'LL HELP YOU CREATE NEW BUSINESS

We pride ourselves on having a strong foundation of real estate knowledge and training. Our core business lies within our systems, education, and knowledge of the real estate industry. We didn't just become a real estate investor overnight. We have spent thousands of dollars on education and systems that allow us to be successful in this business and do it the right way the first time. We actively share our knowledge with our contractors, providing them with the information they need to help develop their own businesses and create long-term success—for themselves and for their workers. Renovating multiple homes per year generates tons of old and new clients asking for renovation advice, and more important, a "Good Contractor." We believe wholeheartedly in recommending the people who help support our growth and would gladly recommend you and your team.

WE'LL MAKE YOUR LIFE EASIER

We have a proven system in place with a pre-determined Scope Of Work containing all the details of the renovations in one spot, making life much easier for our contractors. We select all the materials that will go into our homes, and we clearly lay out everything that we want done by our contractors, so that they can focus on doing the work they do best—contracting. Working within our system will allow you to move from job to job to job, and not have to worry about where your next job is coming from. We always hear from our contractors that one of the best things about working with Blue Collar Homes, LLC is how every component in the Scope of Work is line-itemed, and materials often even have the associated SKU# and where to purchase it included. We know time is money for both of us, so we do the extra work on the front end to make sure our budgets and timeframes are very accurate.



Sample Scope of Work

Scope of Work - Single Family, San Diego, CA

PROJECT INTRODUCTION & INTERVIEW:

Gorgeous renovation in the central neighborhood of El Cajon. This 3BR, 2 BA 1 story home is located near Granite Hills High and Wells Park.

REHAB OVERVIEW:

The home needed a few cosmetic repairs and updates throughout including kitchen and master bath. Electrical plumbing upgrades were completed as needed to comply with close regulations.

CONTRACTOR OVERVIEW:

Licensed contractors were hired to complete all renovations.

DEMO (EXTERIOR):

Remove all debris in front and back yard

Remove roof from covered patio (use structure to create pergola)

Remove temporary roof over side yard

Remove lighting from covered patio

GENERAL (EXTERIOR):

Construct 4' fence around pool equipment

Build pergola off of existing covered patio structure

Paint entire house per color scheme

COLOR	LOCATION	COLOR CODE	FINISH
Valspar/Lowes Stone Manor	Exterior	6006-2A	Flat
Extra White Sherwin Williams	Exterior Trim	7006	Flat
Black	Front Door/Pergola		
Extra White (Sherwin Williams)	All ceilings	7006	Flat
Navajo White (Sherwin Williams)	Bathrooms	SW 6126	Semi Gloss
Navajo White (Sherwin Williams)	Living/Dining/Halls, Laundry, Kitchen, Bedrooms	SW 6126	Flat



Sample Scope of Work

ROOF:

Remove existing roof
Replace any damaged sheeting or starter board
Install new 15 lbs felt paper
Install new dimensional composite shingle roof (charcoal color)
Paint all roof penetrations black

LANDSCAPE:

Removal all debris in front and back yard
Removal all weeds in front and back yard
Install sod in the front and back yard
Cut in planter boxes next to house and fence in front and back yard and plant drought tolerant plants
Test irrigation system and repair where needed or install one in front yard

WINDOWS:

Replace all windows with retro fit insert windows
Replace all sliders with retro fit

DEMO (INTERIOR):

Remove all trash in house
Demo kitchen and remove cabinets
Demo existing bathroom toilet, vanity, tile floor and shower surround
Remove all tile flooring
Scrape popcorn ceiling
Remove all window coverings
Do not damage wood floor as we are keeping it (install rosin paper to protect flooring)



GENERAL (INTERIOR):

Construct new bathroom where existing bedroom is (see layout)
Construct new stackable laundry closet in hallway (see layout)
Change all door hinges and hardware with brush nickel
Retexture ceiling
Install new ceiling fans in all bedrooms
Combine both back bedrooms to create large master suite (see layout)
Close off door to existing bathroom and construct new door going into master suite (see layout)
Change front door hardware - Home Depot #640-064 \$169

Sample Scope of Work

KITCHEN:

Install backsplash - DalTile Travertine 3"x6" honed \$6.11/sq ft #T711361U (installed subway style and to the bottom of the cabinets)

Install backsplash accent tile 4" strip – DalTile American Olean Legacy Glass Celedon 2"x2" LG03

Install new stainless steel appliances

A. Frigidaire FFFTR2126LS 21 CF Top Freezer Refrigerator - \$625.00

B. Frigidaire FFFMV162LS 1.6 CF 1,000 Watt Range Microwave - \$269.00

C. Frigidaire FFFBD2406NS 24" Built in Dishwasher - \$295.00

D. Frigidaire FFFGF3047LS 30" Free Standing Gas Range - \$556.00

Install new faucet - Proflo PFXC8011BN Single Handle Kitchen Faucet w/ Pullout Spray (Low Lead Compliant) - \$180.65

Install new countertops – Rainbow Stone "New Venetian Gold" Granite

Install new cabinets – Home Depot American Classics Harvest Finish

Install 4 recessed lights

Paint as per color scheme



HALL BATH:

Install new vanity (espresso finish)

New Faucet - Grohe G20209002 "Eurostyle Cosmopolitan" 8" Widespread Bathroom Sink Faucet - \$160.10

New toilet (Elongated Bowl)

New tub - Sterling S610411100 "ALL Pro" 60" Soaking Tub – 128.90

Shower head and trim kit - Grohe G26017000 "BauLoop" Tub & Shower Faucet Trim - \$130.95

New shower valve - Grohe G35015000 Tub & Shower Valve - \$67.50

Install Tile surround – DalTile Rittenhouse Square 3"x6" Matte Almond \$2.70/sq ft #X735 (installed subway style, tile to ceiling)

Accent Tile 12" Strip – DalTile Stone Radiance Whisper Green Blend (installed roughly 5" up the wall)

Tile floor – DalTile Travertine 18" x18" Honed \$1.99/sq ft (installed subway style)

Sample Scope of Work

MASTER BATH:

New toilet (Elongated Bowl)

New tub – Home Depot #693-952 \$209

Install new vanity (espresso finish)

Tub spout - Grohe G13611000

“Eurodisc” Tub Spout - \$14.65

New Faucet - Grohe G20209002

“Eurostyle Cosmopolitan” 8” Widespread Bathroom Sink Faucet - \$160.10

Install Rain shower head and regular showerhead - Moen MS6360 2.5 GPM Flat Rain Showerhead -

\$125.10 & Grohe G19595000 “ BauLoop” Shower Head with Trim Kit - \$47.25

Install 2 new shower valves - Grohe G35015000 Tub & Shower Valve - \$67.50

Install Tile Surround - DalTile Fabric 12”x24” \$3.70/sq ft #P687 (Installed subway style, tile to ceiling and tile ceiling)

Accent Tile on control wall – DalTile Class Reflections Subway Mint Jubilee 3”x6” 9.06/sq ft #GR15 (installed subway style)

Tile back splash behind mirror to ceiling - DalTile Class Reflections Subway Mint Jubilee 3”x6” \$9.06/sq ft #GR15 (installed subway style)

Tile floor- DalTile Veranda 13”x13” Dune \$3.70/sq ft (installed subway style)



BEDROOMS:

Install slab closet doors (make sure they are hollow core interior doors converted to closet doors, install ceiling and floor track as well as hardware)

Lighting – Home Depot Hampton Bay 2- Light Flush mount With Opal Glass, #534-435, \$39.97/ea

PLUMBING:

Check all existing plumbing & repair/replace as needed, per code

New angle stops on all water lines

Check gas lines & repair/replace as needed

Check all drain lines & repair/replace as needed

ELECTRICAL:

Replace all outlets & switches

Check all wiring & replace where needed, per code

Install recessed lighting as per drawing

Check panel & repair/replace as needed

Install Dead Panel if missing

Check for open junction point in attic

HVAC:

1. Inspect and repair as needed

Sample Scope of Work

COMPLETION OF FINAL PUNCH LIST:

General Contracting Work - \$33,300.00

All framing, counters, cabinets, paint and patch. fixtures, backsplash, windows and doors.

Appliances - \$2,000.00

Stainless steel refrigerator, free standing range, hood and over the range microwave, dishwasher

Electrical - \$2,750.00

Install new fixtures; add recessed lighting, replace outlets and switches, panel upgrade

Plumbing - \$6,500.00

Install new toilets, facets, shower valves, kitchen sink, garbage disposal, dishwasher, add tub and shower

Landscaping - \$2,000.00

Flooring - \$1,850.00

Roofing - \$4,500.00

Staging (2 month minimum contract) - \$1,500.00

Misc. and Permits - \$1,500.00

—

TOTAL - \$55,900

Types of Contractors We are Looking For!

An ideal contracting partnership consists of four main components: a consistent work ethic, superior workmanship, maintained job sites, and a passion to achieve a high-quality finished product.

THE IDEAL FIT FOR US!

We're looking for professional contractors who have high standards, with a team of reliable subcontractors who do quality work, and who have been in business for some time—with the track record and references to prove it. Here are some things we're looking for in our contractors:

- Fully licensed with licenses up to date. Same with their subcontractors.
- Insured—including worker's comp, liability—with a minimum limit of \$1 million.
- Been in business in the area for at least three years.
- Has a consistent crew of subcontractors.
- Keeps work site clean and maintained.
- Can provide a list of references, with current contact information.
- Belongs to the Better Business Bureau or one of the national associations of builders or carpenters.
- Provides written warranties of a year or more for their work.
- Is structured as a corporation or LLC.
- A reputable company with no history of lawsuits.
- Has financial resources—able to float material cost until work is complete and ready for draw.

WE WORK ON VOLUME

Our strong financial backing allows us to aggressively pursue multiple homes every month through our acquisitions department. The fact that we work on this volume will keep you and your subcontractors busy throughout the year and ensure that you get paid quickly and consistently. There's nothing worse than losing good subcontractors because you can't keep them busy. When you find a quality employee, just like us you don't want to lose them. Our steady-volume approach will save you from headaches and hours wrapped up in finding and having to train someone new.

THE GLASS IS HALF-FULL

We want contractors who have a positive, can-do attitude—sour grapes need not apply! We expect our contractors to be looking at the big picture and to understand the value of the long-term relationship and stability that we offer. As you know, unexpected circumstances happen on a job site. It's imperative that you, your team, and Blue Collar Homes, LLC are all able to see beyond these bumps in the road, be resourceful, and come up with a timely and amicable solution for everyone involved. Focus on what *can* be done, not on what *can't*!

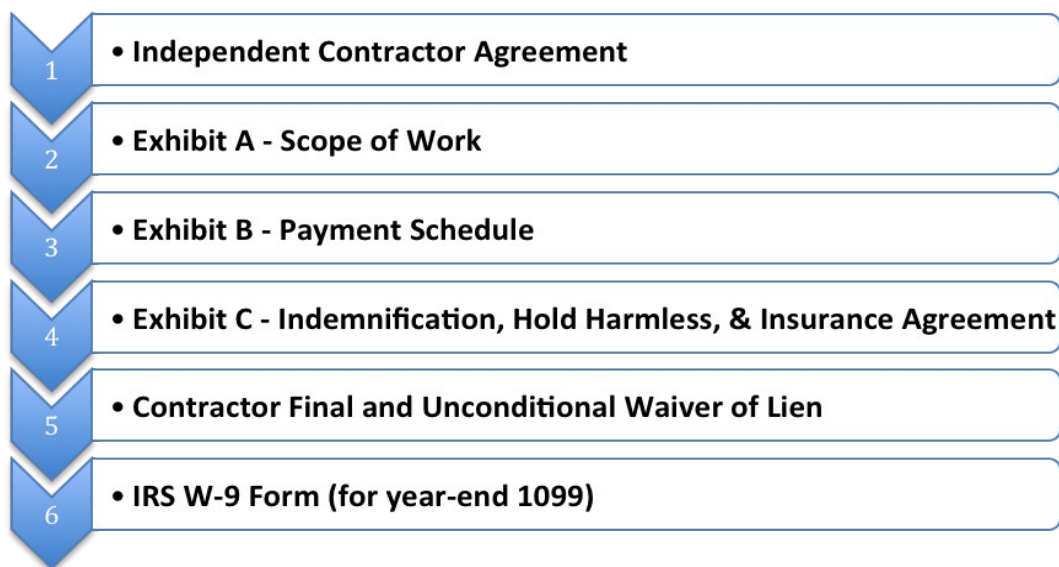
WE ALWAYS PULL PERMITS!

To ensure that our projects are done right and that buyers feel comfortable that the work was done correctly, we *always* pull permits. Permits protect both the contractor and us as the owner. If a contractor has a problem with that, then we won't be working together.

How We Operate

We are experienced, ethical real estate professionals, with a very high level of organization as a result of the proven system that we follow for our projects. Our approach makes our contractors' lives easier because everything is clearly laid out, ensuring everyone is on the same page from the very beginning. You can focus on what you're great at—contracting—and we can focus on finding more homes for your company to renovate.

There are six critical documents that we require for all of our projects. To work with us, you will need to complete them.



How We Operate cont.

INDEPENDENT CONTRACTOR AGREEMENT **Sample**

This agreement is entered into on this _____ day of _____, 20____ by and between _____ ("Contractor") and _____, a _____ limited liability company ("Client") for services to be rendered at _____.

Contractor will commence work on or before _____, 20____ and will perform same on a daily basis.

This work shall be completed on or before _____, 20____.

Contractor and Client hereby agree to the following:

1. Independent Contractor: Contractor and Client intend this Agreement to be one of independent contractor and client. Accordingly, Contractor retains the sole right to control or direct the manner in which the services prescribed herein are to be performed. Subject to the foregoing, Client retains the right to inspect, to stop work, to prescribe alterations, and generally to supervise the work to insure its quality and conformity with that specified in this Agreement. Contractor and Client understand that it is the Contractor's sole and complete responsibility to pay all employment taxes, including Federal and State withholding taxes and Social Security, and to obtain insurance, including worker's compensation coverage and public liability insurance and property damage insurance arising out of or relating to this Agreement. Contractor warrants that upon signing of this agreement that Contractor has obtained all stated and necessary insurance and that it will be kept in full force and effect until the completion of the work contracted for herein. Terms of this agreement shall apply to and encompass all services rendered by any/all sub-contractors performing services on behalf of the contractor. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Client, Client's representatives, agents and employees from all claims, losses, damages and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that such claim, loss, damage or expense is caused in whole or in part by any negligent act or omission of the Contractor, anyone directly employed by them or anyone whose acts they are liable for, and attributes to bodily injury, sickness, disease or death, mold growth, or to injury to or destruction of tangible property (other than the work itself) including any resulting loss of use, regardless of whether or not it is caused in part by a party indemnified above.

2. Services Provided: Contractor agrees to perform the services listed in this contract (as contained in Exhibit "A", attached hereto and made a part hereof by reference) on behalf of the Client. Services must be performed up to satisfactory standards as approved by the Client.

3. Project Cost Estimate: Pre-construction estimates for construction costs and coordination are _____ Dollars, (\$_____) for the services rendered. The Contractor will make every effort possible to keep costs of construction within stated budget and in an event the costs surpass estimates, the Contractor will follow the rules of change orders, stated in this document.

4. Taxes and Building Permits: The Contractor understands and agrees that he shall be responsible for all taxes, fees and expenses imposed directly or indirectly for its work, labor, material and services required to fulfill this contract. The Contractor is responsible for all permits pertaining to the law, ordinances and regulations where the work is performed. Copies of all permits and approvals shall be submitted to the Client prior to start of work.

5. Inspections: Contractor is responsible for arranging all building inspections, meeting with the Inspectors, and passing all required building inspections. Contractor will be responsible for the cost of any re-work resulting from a failed inspection.

6. Clean-up: Contractor will be responsible for cleaning up the job on a daily basis, including all generated construction debris, drink cans, food wrappers, and/or any other trash. If it becomes necessary, the Contractor will be back charged for appropriate clean up by deducting clean up costs from payments. A special emphasis will be put on clean up at the end of each working week to allow for viewings by prospective clients.

INDEPENDENT CONTRACTOR AGREEMENT Cont. **Sample**

7. **Client Approval:** Client will approve Contractor services on the following basis:
- a. The services meet all governing building codes.
 - b. All required building permit inspections have been completed and passed.
 - c. All work will be completed up to Client's standards and subject to Client's approval
 - d. The services have been completed including all final punch list items.
8. **Invoicing and Payments:** See payment schedule as contained in Exhibit "B", attached hereto and made a part hereof by reference. All payments shall be made upon reaching established Benchmarks and Milestones listed in the payment schedule, Exhibit "B".
9. **Change orders:** Contractor understands and agrees that no change orders or contract additions will be made unless agreed to in writing by Client. If any additional work is performed and not covered in this contract, the Contractor proceeds at his own risk and expense. No alterations, additions, or small changes can be made in the work or method of the performance, without the written change order signed by the Client and Contractor.
10. **Cancellation:** Client reserves the right to cancel any of the services in this contract which have not been completed by contractor within the specified time frame. Client also reserves the right to cancel, at any time, any of services in this agreement which have not yet been started by the Contractor. No compensation will be due for tasks not completed.
11. **Penalties:** Contractor agrees to a reduction in payment, or if any payment has already been made, Contractor agrees to reimburse to Client the sum of \$_____ each week Contractor delays completion beyond _____, 20_____. Completion date shall be adjusted for change orders as agreed between Contractor and Client.
12. **Warranty:** Contractor warrants all services for one year after completion, If any item develops a problem within one year of completion, Contractor agrees to repair it within three (3) business days of being notified by Client, at no additional expense to Client.
13. **Waiver:** Failure of Client to insist upon strict compliance of any of the provisions of this agreement shall not constitute a waiver of any violation, nor shall any partial payment outside of the "payment schedule" be deemed as a waiver of any of the Client's rights to strict compliance with any of the terms of this agreement.
14. **Address:** Contractor herewith provides to Client the true and correct residence address, home phone number, and Federal Employer Identification Number or Social Security Number.
15. **Arbitration:** In the event of a dispute between the parties to this AGREEMENT, whether or not resulting in litigation, or if any action at law or in equity, including an action for declaratory relief or arbitration, is brought to enforce or interpret the provisions of this AGREEMENT, the prevailing party (as determined by the court, agency or other authority before which such suit or proceeding is commenced) shall, in addition to such other relief as may be awarded, be entitled to recover attorney's fees, expenses and costs of investigation as actually incurred (including, without limitation, attorneys' fees, expenses and costs of investigation incurred in appellate proceedings, costs incurred in establishing the right to indemnification, or in any action or participation in, or in connection with, any case or proceeding under Chapter 7, 11 or 13 of the Bankruptcy Code, 11 United States Code Section 101 et seq., or any successor statutes).
16. **Time** is of the essence of this AGREEMENT.
17. Any rule of construction to the effect that any ambiguity is to be resolved against the drafting parties shall not be applied to the interpretation of this AGREEMENT.

INDEPENDENT CONTRACTOR AGREEMENT Cont. ****Sample****

18. **Entire Agreement:** There are no other agreements, promises or understandings between these parties except as specifically set forth herein. This legal and binding Agreement will be construed under Connecticut Law, will not be recorded and if not understood, parties should seek competent legal advice.

19. **Special Stipulations:** The following stipulations, if in conflict with any of the preceding, shall control: The Contractor and any/all sub-contractors rendering services on behalf of the contractor waives his/her right to hold the client liable for any and all injuries occurring as a result of services rendered.

IN WITNESS *WHEREOF*, all of the parties hereto affix their hands and seals.

Client:

Date:

Contractor:

Date:

Social Security or Federal ID #: _____

Address: _____

EXHIBIT "A" PAYMENT SCHEDULE

EXHIBIT "B" IDEMNIFICATION INSURANCE AGREEMENT

EXHIBIT "C" FINAL PUNCHLIST (upon completion of items in the SCOPE OF WORK)

Cost for services and labor rendered is: \$ _____

EXHIBIT B – PAYMENT SCHEDULE **SAMPLE**

Blue Collar Homes, LLC
414 Nichols Circle West
Gallatin, TN 37066

PROJECT ADDRESS: _____

Payment #	Date	Amount(\$)
1 st Payment		
Milestones & Benchmarks		
2 nd Payment		
Milestones & Benchmarks		
3 rd Payment		
Milestones & Benchmarks		
4 th Payment		
Milestones & Benchmarks		
5 th Payment		
Milestones & Benchmarks		
Final Payment (upon completion)		
Milestones and Benchmarks: COMPLETION OF FINAL PUNCH LIST AND FINAL APPROVAL BY THE CLIENT		
Total		
Notes		

FINAL AND UNCONDITIONAL WAIVER OF LIEN **Sample**

Blue Collar Homes, LLC

414 Nichols Circle West

Gallatin, TN 37066

PROJECT ADDRESS: _____

CONTRACTOR: _____

KNOWN ALL PERSONS BY THESE PRESENT:

On this _____ day of _____, 2013 the undersigned, has been paid in full by _____ for the services rendered at _____ doing business as _____

NOW THEREFORE LET IT BE KNOWN, that the undersigned hereby certifies that, except as listed below, they have been paid in full for all labor, materials and equipment furnished, for all work, labor and services performed in connection with the aforementioned agreement.

The undersigned does hereby waive and release any and all lien, or claim or right of lien on said above described building and premises on account of labor and materials, or both, furnished by the undersigned to, or on account of, the aforesaid agreement for said building or premises. _

All appropriate sales taxes to the state of _____ have been paid on materials, labor and installation.

EXCEPTIONS: _____

CONTRACTOR: _____

ADDRESS: _____

BY _____

Signature of Contractor

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Taking the Next Steps

If you're bidding on a renovation project, it is very important that we get a response back from you as soon as possible. We take our time parameters very seriously, and it's imperative we start out on the right path respecting everyone's time. We don't always take the "lowest" bid—our expectation is to find the *best* contractor, the one that delivers a winning combination of **price, quality, and service**. All three of these components are of equal importance to the success of our partnership.

We look forward to hearing from you soon.



**"We Support the
troops!"**

