

mVincent *Assets*

Real Estate Investing & Redevelopment

Transforming Properties From Distressed to Impressed!

**A Guide To Our
Construction
Relationships**

Introduction to Our Company

M Vincent Assets (MVA) LLC is a professional, real estate investment company that buys, sells, and holds properties in northern Delaware and southeastern Pennsylvania. We specialize in buying distressed homes at a significant discount, and we renovate and resell them to retail home buyers and landlords. Founded in 2014 by **Mark Fansler** and **Linda Goldstein**, MVA is excited to be part of the region's burgeoning group of rehabbers, and we aspire to continue contributing to the economic rejuvenation of Wilmington, DE and its neighborhoods.

Important Facts About MVA

- We provide real estate services in northern Delaware, and we specialize in buying, rehabbing and selling property.
- We focus on providing solutions for clients and value for investors by locating and renovating distressed properties.
- Our goal is to provide the absolute highest level of service to our clients.

Mark V. Fansler, Founder & President



Linda A. Goldstein, Partner



OUR MISSION STATEMENT

When a passion for real estate is combined with talented individuals who have an uncompromising drive to succeed, amazing things happen. At MVA, it's our goal to not only have a positive effect on our families and ourselves, but also to inspire, motivate, and create lasting change in everyone we encounter. We will treat our clients and team members with respect at all times. Our company will dedicate itself to continued education and professional growth to contribute to and promote our real estate investing and redevelopment community.

Short- & Long-Term Renovation 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 the local Wilmington area and surrounding markets. Based on past experience and our growing resource network, we typically renovate **3-4 homes at a time**, and intend to acquire and renovate rental property as opportunities arise. Our renovation budgets are typically between \$90,000 and \$130,000 for single-family homes; costs to renovate rental property are less. The time frame for project completion is typically **1 to 3 months**. Our goal is to finish and sell our projects quickly, so we can get paid ASAP and use these profits to start immediately on the next renovation. This ensures that we and our contractors have a **steady supply of work**.

Our 5-10 Year Vision

- Continue our annual residential redevelopment program
- Pursue commercial projects, such as apartment building acquisitions and land development. With our management skills and background in the development industry, our natural progression will expand us into the community-development arena
- Purchase small tracts of land and develop residential communities. To accomplish this long-term goal, it will be imperative that we develop strong relationships with contractors who have like-minded goals of growth and expansion

LONG-TERM GOALS

Our long-term goal is to grow our operations into multiple target markets across Delaware, Maryland, and Pennsylvania.

What does this mean for you? It means that we will create a growing stream of rehab projects for our contractors to work on long into the future, providing our teams with a reliable source of projects – and income – for years to come.

Short- & Long-Term Renovation Goals – 2

To generate value, we focus on aggressive project management and use **highly skilled** and **professional independent contractors** to complete our renovations. In addition, we employ proactive marketing tactics to pre-sell our properties during the renovation 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 relies 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.

Why Our Model Works

- Speed and efficiency during the renovation process
- Quality of workmanship
- Community appreciation
- Mutual respect for everyone's time
- Integrity of product delivered to the marketplace

COMMUNITY VISION

We actively strive to increase homeownership opportunities within the communities we redevelop and improve the **quality of life** for the people who live in them by providing quality homes at a reasonable price.



Why Contractors Love Working With Us

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 renovation system** results in a more predictable and efficient process that consistently creates a **superior product** and **increases profit** for our contractors.

Here are just a few of the benefits of working with MVA:

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 ASAP. And we know that it's in our best 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 homebuyers and landlords. We are constantly scanning the market for properties that meet our investment profile. 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 timeframes. This resource of funds – \$75 million and growing – allows us to buy properties quickly and continually.

Why Contractors Love Working With Us – 2

WE 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 become real estate investors 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 several homes a month generates many 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 MAKE YOUR LIFE EASIER

We have a proven system in place with a pre-determined Scope Of Work (SOW) containing all the details of the renovations in one place, 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 MVA is how every component in the SOW is line-itemed, and materials often 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 accurate.

Past Project

A real estate renovation company earns its reputation based on the past projects completed. Every project plays an important part in setting and maintaining the high standards we want associated with our properties. **We set high standards for our contractors**, enabling us to consistently deliver the best housing products possible to our customers at a fair price. In the pages that follow, you will see one of our past projects to get a better understanding of our quality expectations. Our goal is to create a product we can replicate over and over again.

EXAMPLE: Wyoming Ave, Wilmington, DE

BEFORE



AFTER



Past Project – 2

BEFORE



AFTER



How We Operate: 6 Critical Documents

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 beginning. You can focus on what you're great at—contracting—and we can focus on finding more homes to renovate.

There are **6 critical documents** that we require for all of our projects. To work with us, you will need to complete them.

- 1 Independent Contractor Agreement
- 2 Exhibit A – Scope of Work
- 3 Exhibit B – Payment Schedule
- 4 Exhibit C -- Indemnification
- 5 Final & Unconditional Waiver of Lien
- 6 IRS W-9 Form (for year-end 1099)



Independent Contractor Agreement

INDEPENDENT CONTRACTOR SERVICES AGREEMENT (NON-EMPLOYEE COMPENSATION CONTRACT)

This Independent Contractor Services Agreement ("Agreement") is entered into on this ____ day of _____ 2017 by and between <<Full Name of Contractor>> ("Contractor") and **M Vincent Assets LLC** ("Client") for services to be rendered at <<Property Address>>.

Contractor will commence work on or before _____, 2017 and will perform the same on a daily basis.

Completion is defined as passing final inspection, completion of final punch list verified by Client, and final cleaning finished.

This work shall be completed on or before _____, 2017.

Contractor Initials: _____

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 work, stop work, prescribe alterations, and generally supervise the work to ensure 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 this Agreement that Contractor has obtained all stated and necessary insurance, and that it shall be kept in full force and effect until the completion of the work contracted for herein, and that the Client shall be named as an additional insured on all of the Contractor's insurance policies. The terms of this Agreement shall apply to and encompass all services rendered by any/all subcontractors 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 arising out of or resulting from the performance of the work, including but not limited to any such claim, loss, damage or expense caused in whole or in part by any negligent act or omission of the Contractor, anyone directly employed by them or anyone whose acts for which they are liable.

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.

3. Project Cost Proposal: The contractor's proposal for construction costs and coordination is \$_____. The Contractor shall use the Contractor's best efforts and make every effort possible to keep costs of construction with stated budget and in an event the costs surpass estimates, the Contractor will follow the rules of change orders, stated in this document.

Independent Contractor Agreement – 2

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.

5. Inspections: The Contractor shall call for all building inspections, meet with the inspectors, and ensure that all work contemplated herein passes all required inspections. The Contractor shall pay for the entire cost of any re-work resulting from a failed inspection. If the Contractor fails to pay for any re-work inspection costs, the Client may deduct the reasonable costs against any sums due to the Contractor.

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 other trash. If the Client determines in the Client's sole discretion that the Contractor is not cleaning up the job on a daily basis, the Client may have the job cleaned up on a daily basis and can deduct the reasonable costs against any sums due to the Contractor.

7. Client Approval: Client will approve Contractor services on the following basis:

- a. Services meet all governing building codes
- b. All required building permit inspections have been completed and passed
- c. Services have been completed, including all punch-out work as agreed

8. Invoicing and Payments: See the Payment Schedule (as contained in Exhibit "B," attached hereto and made a part hereof by reference) on behalf of the Client.

9. Change orders: The Contractor understands and agrees that no change orders or contract additions may be made unless agreed to in writing by the Client and Contractor. This includes but is not limited to alternations, additions, or small changes made in the work or the method of performance. If any additional work is performed and not covered in this Agreement, the Contractor proceeds at the Contractor's own risk and expense and hereby waives any rights to reimbursement or contribution from the Client, in addition to waiving any other rights that may become available to the Contractor to be compensated for the additional work.

10. Cancellation: The Client may, without any further obligation or penalty, (i) cancel any of the services in this contract that have not been completed by the Contractor within the specified time frame and/or (ii) cancel, at any time, any of services in this Agreement that have not yet been started by the Contractor. Upon such cancellation, the Contractor shall only be entitled to compensation for the work performed. No compensation will be due for any and all of (i) the work that has not been started, and (ii) the portion of the work that is remaining to be completed.

11. Penalties: If the Contractor delays completion of the work beyond the aforementioned dates, the Client may reduce the Contractor's fee by the sum of \$150 for each day the Contractor delays completion of the work beyond the aforementioned date. Or, if the payment has already been made, the Contractor shall reimburse to Client the sum of \$150 for each day the Contractor delays completion of the work beyond the aforementioned date. **The completion date may be adjusted for change orders (including price and time changes), if in a signed writing between the Contractor and the Client.**

Contractor Initials: _____

Independent Contractor Agreement – 3

12. Warranty: The Contractor warrants all services for one (1) year after completion. If any item develops a problem within one (1) year of completion, the Contractor shall repair it within three (3) business days of being notified by the Client, at no additional expense to the Client. If the Contractor does not make the requested repairs within three (3) business days, the Client may have a third party complete the repairs and the Client may charge the Contractor for all reasonable costs incurred to complete the repairs.

13. Waiver: Failure of the 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: The Contractor herewith provides to Client the true and correct entity name, point of contact, address, phone number, and Federal Employer Identification Number or Social Security Number.

15. Arbitration:

The Client and Contractor agree that, if any controversy or claim arising out of or relating to this Agreement cannot be settled through direct discussions, they shall endeavor first to settle the controversy or claim by a mediation administered by a Delaware Arbitrator through the National Academy of Distinguished Neutrals under its applicable rules.

IF THE CONTROVERSY OR CLAIM IS NOT OTHERWISE RESOLVED THROUGH DIRECT DISCUSSIONS OR MEDIATION, THE PARTIES AGREE THAT IT SHALL THEN BE RESOLVED BY FINAL AND BINDING ARBITRATION ADMINISTERED BY A DELAWARE ARBITRATOR THROUGH THE NATIONAL ACADEMY OF DISTINGUISHED NEUTRALS IN ACCORDANCE WITH ITS STREAMLINED ARBITRATION RULES AND PROCEDURES OR SUBSEQUENT VERSIONS THEREOF (THE "JAMS RULES"). THE JAMS RULES FOR SELECTION OF AN ARBITRATOR SHALL BE FOLLOWED, EXCEPT THAT THE ARBITRATOR SHALL BE AN ARBITRATOR LICENSED TO PRACTICE LAW IN DELAWARE OR A RETIRED JUDGE. ALL PROCEEDINGS BROUGHT PURSUANT TO THIS PARAGRAPH WILL BE CONDUCTED IN THE CITY OF WILMINGTON. THE PARTIES AGREE THAT THE REMEDY FOR ANY CLAIM BROUGHT PURSUANT TO THIS AGREEMENT SHALL BE LIMITED TO ACTUAL DAMAGES, AND IN NO EVENT SHALL ANY PARTY BE ENTITLED TO RECOVER PUNITIVE OR EXEMPLARY DAMAGES OR TO RESCIND THIS AGREEMENT OR SEEK INJUNCTIVE OR ANY OTHER EQUITABLE RELIEF.

16. Controlling Law:

THIS AGREEMENT SHALL BE GOVERNED AND CONSTRUED IN ACCORDANCE WITH THE INTERNAL LAWS OF THE STATE OF **DELAWARE** APPLICABLE TO CONTRACTS ENTERED INTO AND FULLY TO BE PERFORMED THEREIN. TO THE EXTENT THE ARBITRATION PROVISIONS OF THIS AGREEMENT ARE NOT ENFORCED OR COURT PROCEEDINGS ARE OTHERWISE REQUIRED, COMMENCED OR MAINTAINED, THE PARTIES CONSENT AND AGREE TO THE EXCLUSIVE JURISDICTION AND VENUE OF THE STATE AND FEDERAL COURTS HAVING JURISDICTION **NEW CASTLE COUNTY, DELAWARE**, WITH RESPECT TO ANY ACTION THAT ANY PARTY DESIRES TO COMMENCE ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR ANY BREACH OR ALLEGED BREACH OF ANY PROVISION OF THIS AGREEMENT, AND ALL PARTIES WAIVE ANY OBJECTION AS TO IMPROPER VENUE OR THAT ANY STATE OR FEDERAL COURT OF **DELAWARE** IS AN INCONVENIENT FORUM.

Independent Contractor Agreement – 4

- b. Nothing in this Agreement shall be construed to require the commission of any act contrary to law, and in the event of any conflict between any provision of this Agreement and any present or future statute, law, ordinance or regulation, the latter shall prevail and the provision of this Agreement affected thereby shall be modified only to the extent necessary to bring it within legal requirements, such provision shall be deemed stricken and severed from this Agreement, and the remaining terms of this Agreement shall continue in full force and effect.

17. Time is of the essence to this Agreement.

18. No Rule of Construction Against the Drafter. 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.

19. Entire Agreement: The Agreement constitutes and represents the entire agreement between the Client and the Contractor, and supersedes and extinguishes all prior agreements, understandings, representations, warranties and arrangements of any nature, whether oral or written, between the parties relating to the work to be performed hereunder. The Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns. The Agreement is not for the benefit of any other person, and no other person shall have any right under the Agreement against either party.

20. Special Stipulations: The following stipulations, if in conflict with any of the preceding, shall control: The Contractor and any/all subcontractors 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.

21. Safety Requirements:

21.1 Contractor Responsibility for Safety. Contractor shall, at its own expense, be solely responsible for protecting its employees, subcontractors, material suppliers and all other persons from risk of death, injury or bodily harm arising from or in any way related to the work or the site where it is being performed and ensuring full compliance with all government safety and Delaware/OSHA rules and regulations.

21.2 Safety Laws and Indemnity Agreement. Contractor shall fully comply with all laws, orders, citations, rules, regulations, standards and statutes concerning occupational health and safety, accident prevention, safety equipment and practices, including but not limited to federal and Delaware/OSHA regulations. Such safety equipment and practices include but are not limited to:

- Wearing harnesses or preventative fall protection
- Wearing eye protection
- Wearing hard hats
- Tools shall not be altered in any way (e.g., no pin guards on saws)
- No wires or extension cords shall be left exposed.

Contractor shall also immediately pay all fines or penalties assessed upon Contractor or Client relating to the work.

Independent Contractor Agreement – 5

21.3 No Alcohol or Drugs. Contractor shall prohibit and prevent the presence or use of alcohol or drugs by its employees, permitted subcontractors or suppliers at a job location or performance of the work by any persons under the influence of alcohol or drugs.

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

Client: M Vincent Assets LLC

Signature: _____
Mark V. Fansler

Date: _____

Contractor: <<Name of Contractor>> SSN/EIN #: _____

Signature: _____
<<Authorized Person's Name>>

Date: _____

Address: Full address of contractor

EXHIBIT "A" SCOPE OF WORK/SERVICES PROVIDED
EXHIBIT "B" PAYMENT SCHEDULE
EXHIBIT "C" INSURANCE AGREEMENT

Cost for services and labor rendered is: \$_____.

Total cost for the services contained in this Agreement including labor and materials is: \$_____.

Sample Scope of Work

Scope of Work – Single-family home, Wilmington, DE

RENOVATION OVERVIEW

The home has been extensively remodeled to create an open-floor plan for the living room, dining room and kitchen. The kitchen and bathrooms have been updated, the hardwood floors have been refinished, and new carpeting has been installed in the upstairs bedrooms. Electrical, plumbing and HVAC upgrades have been completed and are in compliance with all regulations.

CONTRACTOR OVERVIEW

Licensed trade contractors, including electricians, plumbers, and HVAC personnel were hired to complete all renovations under supervision by the general contractor.

EXTERIOR

General

1. Remove lower-roof shingles, gutters and downspouts
2. Reroof with 3-tab shingles to match upper roof
3. Install new gutters and downspouts
4. Wrap exterior trim in aluminum
5. Remove/dispose of all window A/C units
6. Add A/C to the existing air handler for the first floor
7. Power wash all siding and masonry
8. Prime and paint masonry
9. Demo and replace asphalt driveway
10. Demo concrete walkways, regrade and replace concrete walkways
19. Demo shed
20. Demo and remove all fencing
21. Replace 5' fencing from back-right of garage to back-left of house
22. Demo and remove deck and yard debris
23. Caulk all exterior trim and differing materials

Front Porch

1. Remove front and end wall (leave beams)
2. Clean slab and prep for painting
3. Prime and paint slab (concrete paint gray), Post and beams (white gloss)
4. Replace ceiling fixture
5. Replace wall sconce

Sample Scope of Work – 2

EXTERIOR

Garage

1. Replace garage light (outside)
2. Gut entire garage to block walls
3. Clean and patch masonry for painting
4. Install 1/2-in plywood ceilings
5. Install 1 x 4 trim around the ceiling and over joints
6. Remove/replace 1 door with trim (MDF)
7. Remove/replace 1 vinyl insert replacement window and trim (MDF)
8. Remove/replace garage door, trim and weather-stripping
9. Install garage door opener
10. Prime and paint garage walls flat white
11. Install a white switch and cover to operate garage door opener light

INTERIOR

Living Room (14'6" x 18'9")

1. Demo fireplace
2. Demo all doors and trim
3. Demo all windows and interior trim (to receive inserts)
4. Install new vinyl insert replacement windows and trim with MDF
5. Remove/replace new baseboard (MDF typical throughout the house)
6. Demo LR-Kitchen wall for open concept (Install drywall wrapped beam)
7. Install new front door, hardware and storm/screen door
8. Add interior trim and hardware to new front door
9. Drywall patch and repair as needed
10. Caulk all trim paint-to-paint
11. Prime and paint trim (gloss), walls (eggshell) and ceiling (flat ceiling white)
12. Replace all receptacles, switches, and covers (white)
13. Replace registers (white); replace thermostat (digital)
14. Install new phone and cable jacks (1 each)
15. Sand and refinish hardwood floors (natural), with new oak 1/4" round

Sample Scope of Work – 3

INTERIOR

Kitchen (8'6" x 12')

1. Remove all appliances
2. Gut room down to studs and ceiling joists (incl. insulation, plumbing, electric)
3. Demo flooring to subfloor (price to repair rotten subfloor by sq ft, in case it is needed)
4. Remove all doors, windows and trim
5. Brick in existing window
6. Remove ductwork, remove/rework existing exhaust in removed wall
7. Clean up hardwood edges where DR-Kitchen wall was demoed
8. Install new electric, plumbing, insulation (see kitchen sketch)
9. Install new lighting, white switches and covers
10. Install new drywall, mud and tape
11. Prime and paint trim (gloss), walls (eggshell) and ceiling (flat ceiling white)
12. Install cabinets and countertops (see kitchen sketch)
13. Add new MDF base board trim around cabinets (see kitchen sketch)
14. Install tile backsplash
15. Install new appliances (range, refrigerator, dishwasher, microwave, garbage disposal)

Dining Room (15'8" x 11'9")

1. Demo DR-Kitchen wall for open concept
2. Demo all windows and trim; install new vinyl insert replacements and trim
3. Convert breezeway window to a door
4. Install new baseboard
5. Drywall patch and repair as necessary
6. Prime and paint trim (gloss), walls (eggshell) and ceiling (flat ceiling white)
7. Replace all receptacles, switches, and covers (white)
8. Remove and replace ceiling fixture
9. Replace registers (white); replace register (digital)
10. Sand and refinish hardwood floors (natural)

Bedroom #1, First Floor (12'6" x 14'9")

1. Demo all windows and trim; install new vinyl replacements and trim
2. Drywall patch and repair as necessary
3. Remove/Replace MDF baseboard
4. Prime and paint trim (gloss), walls (eggshell) and ceiling (flat ceiling white)
5. Remove/Replace ceiling fixture
6. Replace all receptacles, switches, and covers (white) and registers (white)
7. Install new phone and cable jacks 1 each
8. Sand and refinish hardwood floors (natural), with new oak 1/4" round

Sample Scope of Work – 4

INTERIOR

Full Bath

1. Gut everything to studs, ceiling joists and subfloor (incl. insulation, plumbing, electric)
2. Remove window and trim; install new vinyl insert replacement and trim
3. Rework switches and outlets and install new white devices and plate
4. Install ceiling light, fan and ductwork
5. Install new drywall, mud and tape
6. New door, hardware and MDF trim, new MDF baseboard
7. Tile floor with marble threshold; tile tub surround
8. Replace toilet, tub and vanity (2-sink)
9. Prime and paint trim (gloss), walls (eggshell) and ceiling (flat ceiling white)
10. Replace ceiling light with fan/light, exhaust duct, 2 switches (fan/light)
11. Install vanity light 1 each with single switch

Basement (26'8" x 38'2")

1. Empty and gut to block walls and joist ceiling (dry wall, framing, electric, ceilings, etc.)
2. Test for radon (action based on results)
3. Remove/replace exterior door and hardware
4. Remove/replace 3 windows
5. Clean up electrical in ceiling
6. Add 6 utility lights and 6 white receptacles and plates
7. Power wash floors; paint walls and floor

COMPLETION OF FINAL PUNCH LIST

Exterior: \$21,360

- Roofing/gutters, finish/masonry, concrete/asphalt, painting, windows, garage, landscaping

Interior: \$50,228

- Framing/insulation, walls/doors/trim, painting, hardwood/carpet/tiling, kitchen/appliances, full bath, basement

Mechanical: \$6,667

- Electrical, fixtures, plumbing, HVAC

Other: \$11,675

- Demo and dumpsters, permits, staging, contingency

Total: \$89,930

Payment Schedule

PAYMENT SCHEDULE

Mark V. Fansler
 M Vincent Assets LLC
 601 River Road
 Wilmington, DE 19809

PROJECT ADDRESS: _____

CONTRACTOR: _____

Payment Schedule as follows:

PAYMENT #	DATE	AMOUNT (\$)
1st Payment		
Milestones and Benchmarks:		
2nd Payment		
Milestones and Benchmarks:		
3rd Payment		
Milestones and Benchmarks:		
4th Payment		
Milestones and Benchmarks:		
5th Payment		
Milestones and Benchmarks:		
6th Payment		
Milestones and Benchmarks:		
Final Payment (upon completion)		
Milestones and Benchmarks: COMPLETION OF FINAL PUNCH LIST AND FINAL APPROVAL BY THE CLIENT		
TOTAL:		

NOTES:



Indemnification and Insurance

Mark V. Fansler
M Vincent Assets LLC
601 River Road
Wilmington, DE 19809

PROJECT ADDRESS: _____

CONTRACTOR: _____

A. INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, _____ (Contractor) agrees to defend, indemnify and hold harmless _____ (Owner), its/their officers, directors, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable legal fees and costs arising in whole or in part and in any manner from acts, omissions, breach or default of Contractor, in connection with performance of any work by Contractor, its officers, directors, agents, employees and subcontractors.

B. INSURANCE

- Contractor hereby agrees that it will obtain and keep in force an insurance policy/policies to cover its liability hereunder and to defend and save harmless Owner in the minimum amounts of \$1,000,000 per occurrence (or another appropriate agreed upon amount) for personal injury, bodily injury and property damage.
- Said Liability policies shall name Owner as additional insured and shall be primary to any other insurance policies.
- Contractor will obtain and keep in force Workers Compensation insurance including Employers Liability to the full statutory limits.
- Contractor shall furnish to the Owner certificates of insurance evidencing that the aforesaid insurance coverage is in force.

Project Address: _____

Contractor: _____

Authorized Signature: _____ Date _____

Waiver of Lien

FINAL AND UNCONDITIONAL WAIVER OF LIEN

Mark V. Fansler
M Vincent Assets LLC
601 River Road
Wilmington, DE 19809

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

Subscribed and sworn before me this _____ day of _____, 20____.

Form **W-9**
(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Exempt payee

Other (see instructions) ▶ _____

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				
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				

Employer identification number				
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- 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 ▶
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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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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.

Type of Contractors We're Looking For

An ideal contracting partnership consists of 4 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 3 years**
- **Has a consistent crew** of subcontractors
- Keeps worksite **clean and maintained**
- Provides 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

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 MVA 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.

Testimonials

“I have had the privilege of knowing Mark for over a decade. His knowledge, passion, conviction and integrity to do the right thing - guide everything he does and everyone he comes in contact with. He is a man of character that can be trusted. He has a knack for success. Mark, thanks for being who you are, you make a difference.”

– Bob Combs
Principal/CEO at Execution Matrix

“I have had a wide variety of contractors work on my homes over the years on a variety of small and large projects. Some contractors were very disappointing; some were quite good. I can honestly say that Mark Fansler is the BEST contractor with whom I have ever worked. Mark is a meticulous craftsman who takes pride in his work. He is punctual, thorough, friendly and honest.

He worked on a large variety of projects around the house over a period of five months. He has so many skill sets that he was able to fix things other contractors were unable to fix. He showed up when he said he was going to be here and always left the work areas completely cleaned up at the end of the day. He has great respect for the homeowners property; he never wore dirty work boots in the home and always covered anything that might be in the construction field.

He generated a very detailed estimate that had contingency funds planned in case he ran into any problems. He always used high quality materials, especially in the framing for my new replacement windows.

I wouldn't hesitate to hire Mark again for any project and am happy to speak to any potential clients about his work.”

– Mary Jane Isaacs
Client, home repairs and renovations

Testimonials

“I’ve had the pleasure of working with Mark recently, and it was a breath of fresh air! His professionalism, knowledge and his innate ability to think ‘outside the box’ allowed me to feel the confidence that he understood me and my needs...no ‘cookie-cutter’ results here!”

– *Cindy Erickson*
Client, kitchen renovation

“I have known and worked with Mark Fansler for over twenty years, and during that time he has proven to be a person who is knowledgeable in both means and methods and the financial aspects of construction. Whenever Mark is involved in a project the needs of his client comes first. I would highly recommend using M. Vincent Companies for any and all types of construction projects.”

– *Ron Goodman*
Owner, Preferred Fire Protection, Inc

“I have known Mark for nearly 10 years both personally and professionally. It is my pleasure to endorse Mark in both capacities. Mark's knowledge of the construction industry and development is vast in both width and depth. He is a true professional in the industry and delivers consistently quality craftsmanship, meeting budget and deadline. More impressive to me is Mark as a person. Mark is a man of honor and integrity. It is without reservation that I recommend Mark V. Fansler to you.”

– *Rob Kelly*
PM, Superintendent, Safety & QC Manager On Site at Crystal Metalworks

“Mark and Linda are top-notch professionals. They operate with a high level of ethics and integrity. I would feel confident and comfortable referring any of my friends and family to them for their services.”

– *Dave Augustine*
Coach, FortuneBuilders

Call to Action

If you're bidding on a renovation project, it is important that we get a response back from you ASAP. 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 3 of these components are of equal importance to the success of our partnership.

We look forward to hearing from you soon!

