



## ***Our Company***

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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.

### **WHO WE ARE**

Property Buyers Group is a professional, full-service real estate solutions firm that buys and sells properties throughout the greater New York area focusing on Long Island. We specialize in buying distressed homes at a significant discount and renovating and reselling them. Founded in 2012 by Adam Glassman, Property Buyers Group is excited to be part of the area's renaissance and we aspire to continue contributing to the economic rejuvenation of New York and its neighborhoods.

Since its inception, Property Buyers Group has passionately pursued our goal to help hundreds of people in our community find an answer to their real estate needs.

At Property Buyers Group, our team is highly motivated, knowledgeable, ethical and resourceful. Qualified to handle any real estate transaction, our dedicated team is committed to helping people with their real estate needs and making successful deals happen. We have the expertise to navigate any transaction and the integrity to follow up on our promises.

### **COMPANY LEADERSHIP AND TEAM**

**Adam Glassman, Principal**



**Billy Alvaro, Partner**



# Our Mission Statement

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When a passion for real estate is combined with talented individuals who have an uncompromising drive to succeed, amazing things will happen. At Property Buyers Group, it's our goal to not only have a positive effect on ourselves and our families - 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 motto is and will always be, "Where there's a will, there's a way - and failure is merely lack of effort." Our company will dedicate itself to everlasting education and professional growth that will make the leaders of tomorrow.

## Facts About Property Buyers Group Transactions since 2008

RENOVATIONS: 150 Bought and Sold  
WHOLESALES: 120 Bought and Sold  
BROKERAGE: 130 Retail Transactions  
SHORT SALES: 250 Fully Negotiated  
CASHFLOWING RENTALS: 10 Purchased



*"Bought, Sold, and Owned over 30 Million in Real Estate  
the past 6 years..."*



# Short & Long Term Renovation Goals

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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 surrounding markets. Each year for the past 6 years we have surpassed our residential redevelopment goals. Our current annual projection is to renovate eight or more homes a month and acquire a new rental property. Rehab budgets on our projects range anywhere from \$15,000 on a rental property to \$250,000 on a full ground up construction. Typical project timeframes generally run from 1-3 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.

### *Our 5-10 Year Vision.....*

- Continue our annual residential redevelopment program.
- Pursue commercial projects such as apartment building acquisitions and land development.
- Purchase small tracts of land and develop residential communities throughout the greater New York area. To accomplish this long-term goal, it will be imperative that we develop strong relationships with contractors who have a like-minded goal of expansion.
- Move into the Brooklyn and Queens Market.

## LONG-TERM GOALS

Our long-term goal is to grow our operations into multiple target markets across the country in the coming years. We will accomplish this goal by replicating the model used by our mentors CT HOMES, LLC from the TV show Flip This House. This systemized process has enabled our national network of investors to renovate nearly 1,500 homes over the past decade.

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.



# Short & Long Term Renovation Goals

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## INVESTMENT AND REDEVELOPMENT STRATEGY

Our business strategy—which has proven to be very successful for us—is to purchase undervalued 1-8 unit residential properties, renovate them to a highly desirable condition, and sell these properties directly to single-family homebuyers or investors as quickly as possible after completion.

To generate value, we focus on aggressive project management coupled with the use of highly skilled and professional independent contractors to complete our renovations. 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.

### *Why Our Model Works*

- Speed and efficiency in the rehab process
- Quality of workmanship
- Community appreciation
- Mutual respect for everyone's time involved
- 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 for a reasonable price.



Property Buyers Group  
122 Duane Street | Suite 4B | New York, NY | 10007  
Phone: 347-201-BUY1 | Fax 212-608-0557 [www.propertybuyersgroup.com](http://www.propertybuyersgroup.com)

# ***Why Contractors Love Working With Us***

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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 just a few of the benefits of working with Property Buyers Group.

## **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 homebuyers 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 timeframes. This resource of funds allows us to buy properties quickly and consistently.



# Why Contractors Love Working With Us

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## 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 several homes a month 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 Property Buyers Group 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.



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# Sample Scope of Work

## Scope of Work – Single Family, Huntington NY

### EXTERIOR

#### DEMO:

- Remove all remaining trash and debris from front and back yard
- Remove the above ground Jacuzzi
- Demo the fence dividing the two back yards
- Remove structure in dirt area (dog house)

#### GENERAL:

- Repair the existing pergola and gazebo in the backyard and paint black
- Build a 4' high wooden fence around the pool equipment, painted same as house
- Paint house per color scheme
- Do wood repairs / replacement at termite damaged areas called out by inspector
- Repair the second floor balcony



Color	Location	Color Code	Finish
Valspar/Lowes Stone Manor	Exterior & Interior Chimney	7006-2A	Flat
Extra White (Sherwin Williams)	Exterior Trim	7006	Flat
Black	Front Door/Pergola/Mantle/Firebox		Semi Gloss
Extra White (Sherwin Williams)	All ceiling	7006	Flat
	All trim and doors	7006	Semi Gloss
Navajo White (Sherwin Williams)	Bathrooms	W 6126	Semi Gloss
Navajo White (Sherwin Williams)	Living/ Dining/ Halls, Laundry, Kitchen, Bedrooms	W 6126	Flat





# Sample Scope of Work

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## LANDSCAPE:

- Remove weeds
- Install sod in front yard and small area of backyard
- Add wood chips to current yard-See PBG

## INTERIOR

### DEMO:

- Trash out all remaining trash and appliances in the house and garage
- Demo / drywall over all wood paneling on the walls and ceiling, first floor only
- Remove kitchen appliances
- Demo all bathrooms completely
- Remove all flooring in house (**except the wood floor on the second floor**)
- Remove all window coverings
- Demo all ceiling light fixtures and ceiling fans



### GENERAL:

- Layout changes (see attached plans)
- Install new hardware on the front entryway door, brushed nickel (provide PBG with 3 Keys)
- Fur out fireplace with travertine and drywall (get exact layout from PBG)
- Install engineered hardwood floors throughout, except in the bedrooms  
contractor to supply samples for PBG to select, \$2.00-\$2.50/sqft)
- Install new carpet in all bedrooms (supply samples to choose from)





# Sample Scope of Work

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- Install new 3" baseboard throughout entire house (supply samples to choose from)
- Replace all interior doors with six panel doors
- Install new brushed nickel hardware on all interior doors
- Replace all closet doors with six panel doors converted to sliders
- Install new brush nickel hardware on all closet doors and floor tracks
- Seal tile grout in all bathrooms
- Install new exhaust fans in full bathrooms
- Install accessories in all bathrooms
- Fill in door going from bathroom to the backyard
- Install 1/4" drywall over all wood paneling on the first floor

## WINDOWS:

- Replace all windows with retro fit insert windows (aluminum)
- Install new sliding door on first floor, to backyard (see layout)
- Install new sliding door on second floor

## KITCHEN:

- Reconfigure kitchen (**see layout attached**)
- Install new kitchen cabinets – (**PBG to provide**)
- Install new stainless steel appliances
  - **Frigidaire FFFGF3047LS Gas Range - \$495.00**
  - **Frigidaire FFFTR2126PS SS 21 CF Top Freezer Fridge-\$586.00**
  - **Frigidaire FFFMV162LS SS 1.6 CF 1000 Watts Microwave - \$220.00**
  - **Frigidaire FFFBD2406NS 24" SS Built in Electric Dishwasher - \$275.00**
- Install backsplash field tile & accent tile – Install **3 x 6 Honed Travertine** from the top of the counter top to the bottom of the cabinets w/ **Arizona Tile Skylights Glass 3x6 Kiwi Stag** as the accent tile (use two 3x6 tiles for the accent band)
- Install new granite counter tops w/ breakfast bar – **New Venetian Gold**
- Install new under mount stainless steel sink
- Install new faucet-**Kohler K596-VS "Simplice" Pull-Out Spray Kitchen Faucet - \$212.00**
- Check recessed lighting and repair/replace as needed
- Fill in the door going from the kitchen to the garage – see layout
- Paint as per color scheme

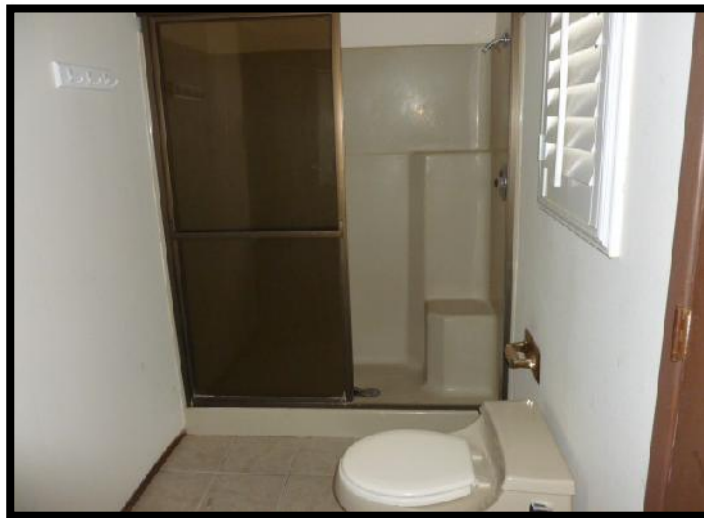


# Sample Scope of Work

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## MASTER BATH:

- Reconfigure per attached layout
- Add a new window per layout
- Install new toilet (**Elongated Bowl**)
- Install new vanity - (**PBG to provide**)
- Install new granite counter top - **New Venetian Gold**
- Install 2 new squares **under mount** sinks
- Install 2 new faucets -**Grohe G34270001 "Concetto" Single Hole Bathroom Sink Faucet - \$62.13**
- Install 2 new wood frame vanity mirrors (**match vanity cabinet**)
- Hot mop shower pan
- Install new shower door, clear glass frameless w/ chrome hardware
- Install rain shower head and regular shower head - **Moen MS6360 2.5 GPM Flat Rain Showerhead - \$125.10 & Grohe G260170000 "BauLoop" Tub & Shower Faucet Trim - \$130.95**
- Install 2 new shower valves-**Grohe G35015000 Valve \$67.50**
- Install Tile Surround - **Arizona Tile Fibra Series, Fibra Linen 12 (use their 2x2 floor tile for shower floor) tile to ceiling**
- Accent Tile on control wall -**Arizona Tile Skylights Glass SL-Kiwi Stag Joint 3x6 Glass Subway (installed subway style) tile to ceiling, also tile shower damn all three sides**
- Construct 18 x 36 inch cut in shower surround with - **Arizona Tile Skylights Glass SL- Kiwi Stag Joint, installed subway style, with 2 floating shelves**
- Tile floor - **DalTile Veranda P520 Pearl 20 "x20 installed subway style**
- **Use a bone colored grout**
- **Set all Bathroom Grout**



# Sample Scope of Work

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## HALL BATH:

- Install new vanity - (PBG to provide)
- Install new granite counter top - New Venetian Gold
- Install new square under mount sink
- Install new wood frame vanity mirror (match vanity cabinet)
- New faucet (PBG to provide, single hole) - **Grohe G23084000 Single Hole Bathroom Sink Faucet - \$69.87**
- New toilet (Elongated Bowl)
- New tub - **Sterling S610411100 "ALL Pro 60" Soaking Tub - 128.90**
- New shower valve, trim kit, tub filler and shower head – **Grohe G26017000 "BauLoop" Tub & Shower Faucet Trim - \$130.95**
- Install tile surround (all 3 walls) - **Arizona Tile H-Line Series Cotton "3 x 6" matte finish installed subway style (Tile to Ceiling)**
- Accent Tile banner - **DalTile Stone Radiance Glacier Gray Marble Random Mosaic Blend SA59 \$13.78/SF (install 12" banner on all three walls 5 inches up the wall)**
- Use a bone colored grout
- Tile floor - **Arizona Tile Metro Platinum 12 x 12-** installed subway style
- Seal all bathroom grout



# Sample Scope of Work

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## DOWNSTAIRS BATH #2:

- Reconfigure per attached layout
- Install new vanity - (TBD)
- Install new granite counter top - **New Venetian Gold**
- Install new square under mount sink
- Install new wood frame vanity mirror (match vanity cabinet)
- New faucet (PBG to provide, single hole) - **Grohe G23084000 Single Hole Bathroom Sink Faucet - \$69.87**
- New toilet (Elongated Bowl)
- New tub (PBG to provide) - **Sterling S610411100 ALL Pro 60" Soaking Tub - \$128.90**
- New shower valve, trim kit, tub filler and shower head (PBG to provide) - **Grohe G26017000 "BauLoop" Tub & Shower Faucet Trim - \$130.95**
- Install Tile surround (all 3 walls) - **Arizona Tile Fibra Linen 12 x 12** installed subway style (Tile to Ceiling)
- Accent Tile banner - **Arizona Tile Skylights Glass SL-Spa Melange** (install a 12" banner on all three walls, 5' up O.C. from the floor, not the top of tub)
- Use a bone colored grout
- Tile floor - **DalTile Veranda P520 Pearl 20"** x20 installed subway style
- Seal all bathroom grout

## PLUMBING:

- Check all existing plumbing & repair/replace as needed, per code.
- Inspect water heater and make sure it is installed up to code (pressure release valve), ensure the WH is on an 18" stand, if not, install one
- New angle stops on all water lines.
- Check gas lines & repair/replace as needed
- Check all drain lines & repair/replace as needed

## ELECTRICAL:

- Check all wiring & replace where needed, per code.
- Check panel & repair/replace as needed (double tap breakers, inadequate sized breakers)
- Install smoke (on ceilings) and carbon monoxide (install on walls, 2' off floor) detectors per code.
- Install Hampton Bay 3-Light Vanity Wall Fixture, **Model #V294CH03-G5097-1WHFR(Home Depot - \$59.97** in all bathrooms
- Install new flush mounted ceiling lights in bedrooms with an existing ceiling light
- Install new exterior light fixtures



# *Sample Scope of Work*

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## HVAC

- Inspect HVAC System and repair if needed (A/C Mechanical)

## GARAGE:

- Install new garage door opener (if current does not operate)
- Install new fire rated / self-closing door going from garage to house (if not existing)
- Paint the interior of the garage white



# Past Projects

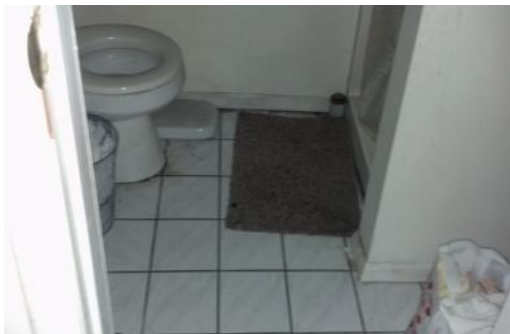
A real estate renovation company earns its reputation based on the past projects completed. Every project plays an important part in setting and maintaining the high standards we want associated with our properties. We set high standards for our contractors, enabling us to consistently deliver the best housing products possible to our customers at a fair price. In the pages that follow, you will see a few 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.

## 4 DREXEL AVENUE, EAST ISLIP NY, 11730 | 2 FAMILY FULL GUT RENOVATION

**BEFORE**



**AFTER**





# Past Projects

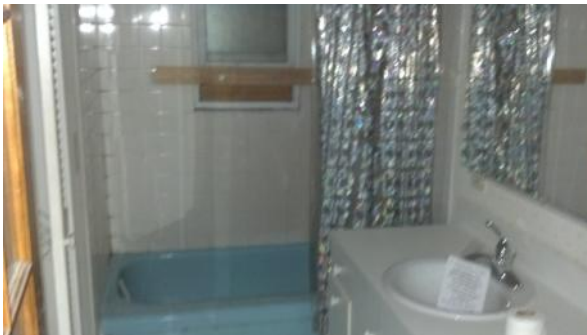
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26 BEVERLY STREET, ISLIP NY, 11751 | 1 FAMILY FULL GUT RENOVATION

BEFORE



AFTER



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# *Past Projects*

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**53 GLORIA BLVD, HAUPPAUGE NY, 11788 | 1 FAMILY FULL GUT RENOVATION**

**BEFORE**



**AFTER**



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# Past Projects

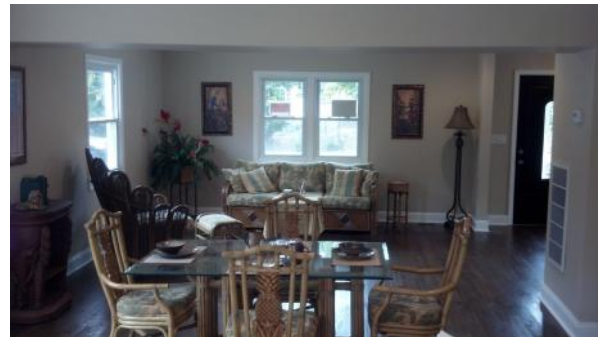
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153 HAMMOND RD, CENTEREACH NY, 11720 | 1 FAMILY FULL GUT RENOVATION

BEFORE



AFTER



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# Type of Contractor We're Looking For

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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 specific 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 worksite **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 the financial resources—able **to float materials 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.



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# Type of Contractor We're Looking For

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## 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 Property Buyers Group 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.

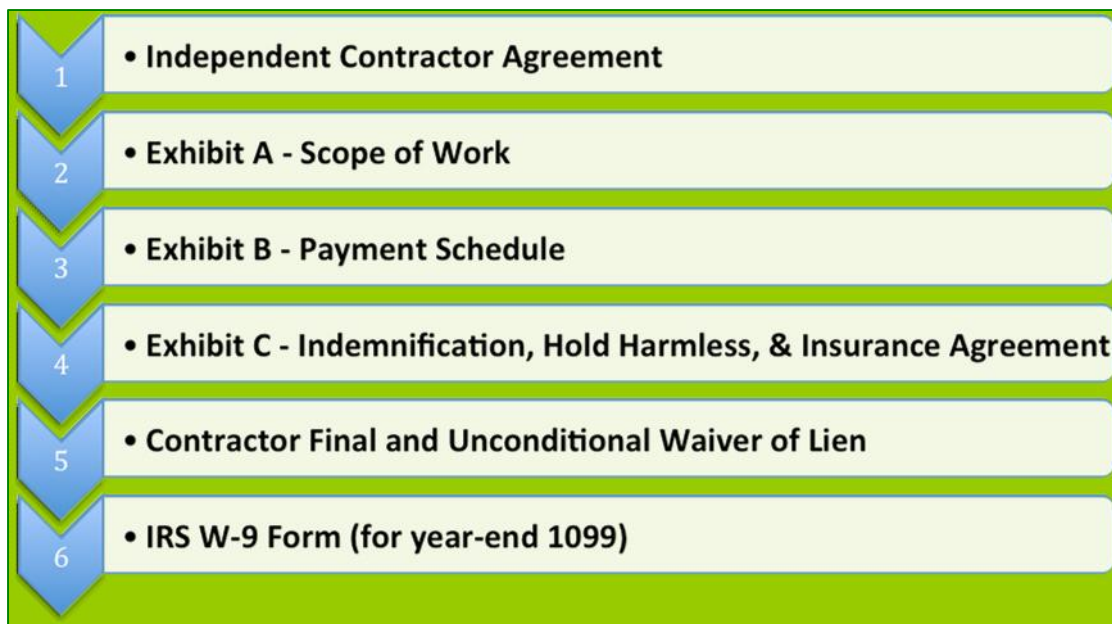


# How We Operate

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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 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

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## INDEPENDENT CONTRACTOR SERVICES AGREEMENT (NON-EMPLOYEE COMPENSATION CONTRACT)

This Independent Contractor Services Agreement (the "Agreement") is entered into on this Insert Date here by and between Insert Contractors Name Here ("Contractor") and Glass Capital Ventures, LLC a New York Limited Liability Company ("Client") for services to be rendered at Insert Property/Work Location Here.

Contractor will commence work on or before Insert Start Date Here and will perform the same on a daily basis. This work shall be completed on or before Insert End Date Here.

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 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 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 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 they are liable for, 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 approximately Insert Project Estimate Here i.e.: Ten Thousand Dollars, (\$10,000.00). 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.
- 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:** The Contractor shall call for all building inspections, meet with the inspectors, and ensure that all work contemplated herein passes all required building 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 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.
- 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. The services have been completed including all punch-out work as agreed.
  - d. The services have been completed including all final punch list items.
- 8. Invoicing and Payments:** See the 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". **INVOICE FOR PAYMENTS MUST BE RECEIVED BY MONDAY MORNING 8AM FOR COMPLETED WORK PRE PAYMENT SCHEDULE. SEE how we pay attached sheet.**
- 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 which 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 which have not yet been started by the Contractor. Upon such cancellation, the Contractor shall only entitle 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 Insert Date Here, 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, if in a signed writing between the Contractor and the Client.
- 12. Warranty:** The Contractor warrants all services for one year after completion. If any item develops a problem within one 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 residence address, home 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 mediator. 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

**16. Controlling Law:**

- a. THIS AGREEMENT SHALL BE GOVERNED AND CONSTRUED IN ACCORDANCE WITH THE INTERNAL LAWS OF THE STATE OF NEW YORK 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 OVER NEW YORK COUNTIES, 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 NEW YORK IS AN INCONVENIENT FORUM.
- 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 of 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 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: \_\_\_\_\_  
Glass Capital Ventures, LLC

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Social Security or Federal ID #: \_\_\_\_\_

Address: \_\_\_\_\_

EXHIBIT "A" SERVICES PROVIDED-SCOPE OF WORK

EXHIBIT "B" PAYMENT SCHEDULE

EXHIBIT "C" IDEMNIFICATION INSURANCE AGREEMENT

Cost for services and labor rendered is: \$

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



Property Buyers Group  
122 Duane Street | Suite 4B | New York, NY | 10007  
Phone: 347-201-BUY1 | Fax 212-608-0557 [www.propertybuyersgroup.com](http://www.propertybuyersgroup.com)

# How We Operate

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## EXHIBIT A – SCOPE OF WORK

Insert Your Company info below:

Your Business Name

Your Street Address

Your City, State, and ZIP Code

PROJECT ADDRESS: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

JOB SUMMARY: Single Family – First floor update and second floor dormer addition

**Please Note:** We are looking for speed with efficiency, cleanliness of job site, and an overall professional well finished product. The project is to be completed from the outside in. Quote should include all labor and materials including hauling and removal of unwanted and unused construction debris. **Lastly, before inspection of the property for final punch list the home should be prepped with a thorough cleaning of all windows and floors to the owner's satisfaction.**

- Please fax contractor price quote to the attention of \_\_\_\_\_ @ \_\_\_\_\_
- The last page of this scope of work entitled "Quote Itemization" must be filled out appropriately and submitted with all quotes.
- By taking on this job you understand and agree that you are responsible for cutting the grass when needed and/or shoveling snow on all sidewalks and walkways while on the project.

### Obtain any and all permits needed to complete job.

EXTERIOR:

1.

OUT BUILDINGS:

1.

LANDSCAPING:

1.

INTERIOR:

1.

- Paint scheme: EXAMPLE: Navajo eggshell walls, white trim, white ceilings, white closets, white doors
  - Purchase all paint through PBG Vendor

Color	Name	Product Code
Navajo Eggshell	Gold Eggshell Navajo Wall	Z8291
Ceiling White	Gold Flat Super 1-Coat White	Z8100
Trim White	Gold Semi-Gloss Super 1-Coat White	Z8300

FINAL PUNCH LIST (as itemized in the Final Punch List Form)



# How We Operate

## EXHIBIT B – PAYMENT SCHEDULE

Glass Capital Ventures, LLC  
122 Duane Street  
Suite 4B  
New York, NY 10007

PROJECT ADDRESS: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

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



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# How We Operate

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## EXHIBIT C: INDEMNIFICATION, HOLD HARMLESS & INSURANCE AGREEMENT

Glass Capital Ventures, LLC  
122 Duane Street  
Suite 4B  
New York, NY 10007  
Adam Glassman  
347-201.BUY1-o  
917-880-1270-c  
212-608-0557-f

**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: \_\_\_\_\_



Property Buyers Group  
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Phone: 347-201-BUY1 | Fax 212-608-0557 [www.propertybuyersgroup.com](http://www.propertybuyersgroup.com)

# How We Operate

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## FINAL AND UNCONDITIONAL WAIVER OF LIEN

Glass Capital Ventures, LLC  
122 Duane Street  
Suite 4B  
New York, NY 10007  
Adam Glassman  
347-201.BUY1-o  
917-880-1270-c  
212-608-0557-f

**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

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Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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# How We Operate

<b>Form W-9</b> (Rev. August 2013) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>	<b>Give Form to the requester. Do not send to the IRS.</b>																																								
<b>Print or type See Specific Instructions on page 2.</b>	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) ▶ _____																																									
	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____																																									
	Address (number, street, and apt. or suite no.) City, state, and ZIP code List account number(s) here (optional)	Requester's name and address (optional)																																								
<b>Part I Taxpayer Identification Number (TIN)</b>																																										
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 <i>How to get a TIN</i> on page 3. <b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.																																										
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="11" style="text-align: center;"><b>Social security number</b></td></tr><tr><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td></tr></table> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="9" style="text-align: center;"><b>Employer identification number</b></td></tr><tr><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td></tr></table>			<b>Social security number</b>																						<b>Employer identification number</b>																	
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<b>Part II Certification</b>																																										
Under penalties of perjury, I certify that:																																										
<ol style="list-style-type: none"><li>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</li><li>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</li><li>I am a U.S. citizen or other U.S. person (defined below), and</li><li>The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li></ol>																																										
<b>Certification instructions.</b> 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 3.																																										
<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶																																								
<b>General Instructions</b>																																										
Section references are to the Internal Revenue Code unless otherwise noted.																																										
<b>Future developments.</b> The IRS has created a page on IRS.gov for information about Form W-9, at <a href="http://www.irs.gov/w9">www.irs.gov/w9</a> . Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.																																										
<b>Purpose of Form</b>																																										
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, payments made to you in settlement of payment card and third party network transactions, 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:																																										
<ol style="list-style-type: none"><li>Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),</li><li>Certify that you are not subject to backup withholding, or</li><li>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, and</li></ol>																																										
<ol style="list-style-type: none"><li>Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.</li></ol>																																										
<b>Note.</b> If you are a U.S. person and 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.																																										
<b>Definition of a U.S. person.</b> For federal tax purposes, you are considered a U.S. person if you are:																																										
<ul style="list-style-type: none"><li>An individual who is a U.S. citizen or U.S. resident alien,</li><li>A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,</li><li>An estate (other than a foreign estate), or</li><li>A domestic trust (as defined in Regulations section 301.7701-7).</li></ul>																																										
<b>Special rules for partnerships.</b> Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.																																										

Cat. No. 10231X

Form **W-9** (Rev. 8-2013)



# Call To Action

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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.



Sincerely,

A handwritten signature in black ink, appearing to be 'AG' or 'Adam Glassman', written over a light gray background.

Adam Glassman  
Principal



Property Buyers Group  
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