



Roofing Maintenance Agreement (RMA)

Services Performed

This Roof Maintenance Agreement (hereinafter called the "RMA") is issued pursuant to the Roof Maintenance Agreement between _____ ("Client") and Company Name ("Contractor"), effective _____ (the "Agreement"). This RMA is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this RMA and the terms of this Agreement, the terms of this RMA shall govern and prevail.

This RMA, effective as of _____, is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this RMA, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this RMA and the terms of the Exhibit(s) hereto, the terms of the body of this RMA shall prevail.

Period of Performance

The Services shall commence on _____, and shall continue through _____.
Inspections shall occur minimum once per calendar year to ensure proper maintenance of each store.

Scope of Work

Contractor shall provide the Services and Deliverable(s) as follows:

A Yearly inspection \$500/store (or \$0.05 per sq foot fee if over 9,999 sq ft – square footage includes parapet walls.

- Inspection of the Roof and Drains to ensure proper functioning (Excludes sky lights and HVAC equipment)
- Minor caulking and debris removal for leak prevention and positive water flow
- Pressure washing (when and where needed to maintain reflectivity and energy efficiency)
- A written report detailing the condition of the roof as well as any maintenance performed (including before and after pictures) as well as recommendations for ongoing maintenance of the roof (such as cleaning to be priced as time and materials)
- If the inspection finds repair work beyond the scope of the agreement due to third party damage or "acts of god" to include wind-blown debris, environmental contamination, hail, tornadoes, hurricanes, earthquakes, flooding, fire, vandalism, pest infestation, and animal induced damage; a detailed proposal will be provided and agreed upon BEFORE any work commences on the needed repairs.

Contractor Responsibilities

- Contact the client at least 3 business days in advance of the inspection
- Conduct annual inspection including scope of work listed above
- Provide written report of the inspection
- Invoice within 7 business days
- Respond to inquiries from the client within 24 hrs



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Contractor Responsibilities

- Contact Contractor by text or via email before any third party maintenance or repair is to be performed to insure complying with the guidance of the function of the roof and within 7 business days after a third party incident or force "act of god" event (previously defined above under Scope of Work.
- Provide access to water and electricity
- Provide interior access to building when needed

Invoicing Procedures/Fee Schedule

Client will be invoiced bi-annually for the Roof Maintenance Agreement, as well as Travel and Lodging expenses if services are more than 50 miles outside of the "Contractors" home office. Standard Contractor invoicing is assumed to be acceptable. Invoices are due upon receipt. Terms to be defined.

Invoices shall be submitted approximately 7 business days after inspection, referencing this Client's RMA Number to the address/store # indicated above. Each invoice will reflect charges for the time period being billed.

Terms of payment for each invoice are due upon receipt by Client of a proper invoice. Contractor shall provide Client with sufficient details to support its invoices, including time sheets for services performed and expense receipts and justifications for authorized expenses, unless otherwise agreed to by the parties. Payments for services invoiced that are not received within term 30/30-days from date of invoice will be subject to a 5% penalty.

Cancellation Criteria

Contractor and/or Client has the right to cancel all services of the RMA with 30 days advance written notice (email) to the other party.

Change Procedure

The following process will be followed if a change to this RMA is required: A written notice via email will be the vehicle for communicating change to services rendered and must describe the change, the

rationale for the change, and the effect the change will have on the agreement and must be signed by both parties to authorize implementation of the investigated changes to the RMA. Once both parties have signed the change will be added to the agreement and take immediate effect.





COMPANY NAME
Company Address Here

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Signature Form

In witness whereof, the parties hereto have caused this RMA to be effective as of the day, month and year first written above.

Building Owner/Company Representative: _____

Contact Number: _____ Date: ____/____/____

Commercial Roofing Contractor Representative: _____

Contact Number: _____ Date: ____/____/____

Thank You

We build, restore, and remove facility burdens from our clients. Thank you for allowing us the privilege of serving you and your company's roofing needs.

If you have any questions, please contact us directly.



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