



**VENDOR PACKET**

# Repair closeout for properties that need to be ready now.

**Send us the repair list. We close it out and send back completion photos, item-by-item repair notes, and a dated report your team can forward.**

<b>Who we help</b>	Property managers, vacation rentals, hotels, real estate teams, title offices, and customer-facing businesses.
<b>What we do</b>	Repair punch list items, turnover issues, inspection repair items, and readiness problems that can hurt guests, buyers, tenants, or customers.
<b>What they get</b>	A clean closeout report with photos, notes, completion status, remaining issues, and next steps.
<b>Best first job</b>	One active repair list that needs cleaned up quickly.

**Every good team needs a closer. We are yours.**

Call or text: (417) 597-4470   Email: [hank@ozarkclosers.com](mailto:hank@ozarkclosers.com)   Web: [ozarkclosers.com](http://ozarkclosers.com)

# How the handoff works

<b>1. Send the list</b>	Forward the punch list, inspection repair list, turnover notes, guest complaint list, photos, or manager notes.
<b>2. We organize it</b>	We sort the items, flag what needs more information, estimate the obvious repair items, and confirm access.
<b>3. We close out the work</b>	Our team handles the repair items in scope and coordinates other trades when a licensed or specialty trade is the right answer.
<b>4. You get one clean report</b>	You receive completion photos, item-by-item repair notes, open items if any, and a dated summary your team can forward.

## The work we want

- Inspection repair lists that need cleaned up before a closing.
- Vacation rental or hotel readiness issues before guests arrive.
- Property manager punch lists between tenants, owners, vendors, or maintenance teams.
- Customer-facing business repairs where a broken fixture, door, trim issue, leak, or damage makes the company look bad.

### The simple ask

Send one active repair list. If we solve it cleanly, keep us on your vendor list for the next one.

# What we handle

<b>Interior readiness</b>	Doors, trim, hardware, walls, caulk, fixtures, minor drywall, touch-up items, and visible defects.
<b>Guest and buyer experience</b>	Loose handles, lights out, dripping faucets, damaged finishes, trip concerns, odor notes, and obvious comfort issues.
<b>Exterior and curb appeal</b>	Minor siding/trim issues, loose pieces, gutter concerns, deck/handrail notes, entry presentation, and storm or tenant damage.
<b>Closeout documentation</b>	Before/after photos, item status, repair notes, open exceptions, and a dated report.

## Scope boundaries

- Ozark Closers is a repair closeout and property readiness company, not a licensed home inspection company.
- We do not replace a home inspector, code official, engineer, electrician, plumber, HVAC contractor, or other licensed specialist.
- When a specialty trade is the correct path, we can help coordinate that trade or document the item for the client.
- Work is performed within the agreed scope. Additional work is documented before it moves forward.

## Why this matters

The manager does not need another loose opinion. They need the repair list closed, photographed, and documented so the property, deal, or guest stay can move forward.

# What the closeout report includes

The report is the product that makes the repair work easy to trust. It gives the client one clean file instead of a pile of texts, photos, and half-finished notes.

Item	What the client sees
<b>Location</b>	Room, exterior area, unit, listing, or property section.
<b>Issue</b>	Plain-language repair item from the list or field notes.
<b>Status</b>	Completed, needs approval, referred/coordination needed, or unable to access.
<b>Photos</b>	Before, during when helpful, and completion photos.
<b>Repair notes</b>	What was fixed, what was adjusted, what remains, and why.
<b>Estimated cost notes</b>	Basic estimate range where possible, with exceptions called out when scope is uncertain.
<b>Final summary</b>	Dated report that can be forwarded to an owner, buyer, agent, manager, or internal team.

## The phrase that sells it

We repair the items, then package the closeout so your team has something clean to send back.

# Vendor setup checklist

This is the checklist we use to get set up correctly with property managers, businesses, title offices, resorts, and real estate teams.

Document or step	Purpose
<b>W-9</b>	Allows the client to set Ozark Closers up as a vendor.
<b>Certificate of insurance</b>	Shows insurance information requested during vendor onboarding.
<b>Service agreement</b>	Defines scope, access, billing, photos, reporting, and limitations.
<b>Scope boundary notes</b>	Makes clear we are repair closeout and readiness, not a licensed home inspection replacement.
<b>Access plan</b>	Keys, lockbox, gate code, point of contact, parking, pets, occupied/not occupied, and time window.
<b>Photo/report permission</b>	Allows field documentation to be used for closeout reporting.
<b>Billing contact</b>	Who receives the invoice and report after completion.

Note: final onboarding documents are handled through the client’s normal vendor setup process. This packet is the front door, not a replacement for that process.



Start here:  
Call/text (417) 597-4470 or visit [ozarkclosers.com](https://www.ozarkclosers.com) to send a repair list.