PUBLIC TRADE PARTNER OVERVIEW • CENTRAL TEXAS

Trade Partner & Subcontractor Standards Overview

Austin Elite Builders • Cedar Park, Austin & Surrounding Service Territory • austinelitebuilders.com

1. Operating Model & Customer Accountability: Austin Elite Builders delivers residential repairs, improvements, remodeling, and ongoing property maintenance through direct field services and qualified independent specialty contractors. Austin Elite Builders remains the customer's primary point of contact for contracted work—meaning every approved trade partner works to clear written scopes, organized schedules, and documented quality standards.

> **Important Qualification Notice:** This overview summarizes public partner expectations prior to application. Submitting an application does not create an employment relationship, subcontract, or guarantee of work volume. No project work may begin without formal qualification approval, signed onboarding agreements, and a project-specific written Work Order.

2. Qualification, Licensing & Insurance Controls

- **Independent Business & Capability Verification:** Applicants provide business details, service territory, relevant completed project examples, and references. Where prior work history for a specialized task is not yet established, a defined written mockup or sample demonstration may be requested (a mockup never substitutes for a required license or permit).
- **Texas Trade Licensing & Permits:** Regulated electrical, plumbing, HVAC/ACR, irrigation, and other state- or municipality-regulated work is assigned strictly to properly licensed professionals verified against official registries before each Work Order, with required permits and inspections properly obtained.
- **Insurance & Endorsement Verification:** Current insurance evidence (such as Commercial General Liability including completed operations, plus trade-appropriate coverage and endorsements) is verified prior to onboarding and reconfirmed before project assignment. Do not send W-9s, tax IDs, or certificates until requested through secure onboarding.

3. Project Execution Lifecycle (From Intake to Final Payment)

Process Stage	Standard Operating Requirement
Written Work Order & Material Schedule	Every assignment requires a signed written Work Order defining scope boundaries, approved materials/models, schedule milestones, warranty support terms, and agreed pricing. Material substitutions require prior written approval.
Documented Pre-Work Kickoff	

Process Stage	Standard Operating Requirement
	Before mobilization, both parties review sequence, substrate conditions, floor/dust protection, safety/PPE rules, access, hold points, photo points, and acceptance criteria.
Site Protection & Change Control	Walkways, floors, adjacent rooms, and customer property are protected daily. Concealed conditions or scope changes must be reported immediately and approved in writing before proceeding.
Hold-Point Quality Inspections	Work is checked against specifications, code, and manufacturer instructions —including hold-point verification before concealed work is covered—with prompt correction of any nonconforming items.
Closeout, Warranty & Payment	Final closeout requires clean site restoration, required before/during/after photos, permit sign-offs (where applicable), warranty documentation aligned to the Work Order, punch-list completion, and compliant invoice/release records.

4. Site Conduct & Customer Privacy

Trade partners maintain safe OSHA-compliant work habits, prompt communication, and courteous conduct on occupied properties. Customer contact details, access codes, pricing, and project records are strictly confidential; all scope or scheduling discussions with homeowners route directly through Austin Elite Builders.

> **Apply Online:** Visit **https://austinelitebuilders.com/partners.html** or contact **office@austinelitebuilders.com** | **(512) 906-8197**.