



# Realtor Information

## ACCOUNT SETUP

Link Real Estate Group is excited to partner with you! To most efficiently set you up in our system, please complete the information below and return this form, along with your W-9 and return it to the Property Manager that you are partnering with

**1. W-9**

**2. BANK ACCOUNT INFORMATION**

*For quickest and most reliable payment we are requiring vendors to be paid via ACH.*

*Please fill out this form and return to the Property Manager along with your W9*

9-digit Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

**3. PRIMARY CONTACT**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**4. PAYMENT REMITTANCE CONTACT (IF APPLICABLE)**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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



# INVOICE SUBMISSION

**Invoices should be sent to [billing@linkapm.com](mailto:billing@linkapm.com) in PDF form. To ensure invoices can be processed correctly, please follow these best practices:**

1. Purchase Order Number is stated on the Invoice.
2. Unique Invoice Number on the Invoice.
3. The Service Address and Property Name is visible on the Invoice.
4. The Billing Address is visible on the Invoice. The address is:  
  
2500 Farmers Drive, Suite 250  
  
Columbus, OH 43235
5. DO NOT Resubmit Invoices.
6. Send Invoices in PDF form only.
7. Send separate Invoices for work performed at separate locations.
8. You may send multiple attachments in a single email.