



99 Tulip Avenue, Suite 302, Floral Park NY 11001
T: 718.721.0700 | F: 516.417.8401 | www.aarsny.com

Subject: All Area Realty Services – Vendor Memorandum
Date: 05-01-2026

Dear Valued Vendors,

As part of our commitment to streamlining our processes and ensuring the efficiency of our vendor management system, please see below key requirements for all our vendors..

Utilization of Payable Service:

All payments will be processed exclusively through our AvidXChange.

We request that all vendors submit an invoice for payment by emailing aarsap@avidbill.com directly. Do not email the assigned manager for the portfolio or any other department, but you may cc the Portfolio manager at AARSNY who is assigned to the account when submitting invoices to Avid. Remember, aarsap@avidbill.com is an AI and will not respond to statements or follow up questions and only follows strict protocols as listed below

Protocol 1:

The “Bill To” should be the following
Building Name
Building Address
c/o All Area Realty Services

Protocol 2:

PDF Invoices only will be accepted. No word docs or pictures.
In addition, 1 Invoice per 1 PDF. (IE, do not bunch 3 invoices into 1 PDF)

Protocol 3:

Please do not mail any invoices to our office. These will not be processed including hand delivered invoices. We will not forward.

Protocol 4:

Create a login into AvidXchange as a vendor with the same email you are submitting invoices to track payments. You may reach out to Avid for assistance. Management will not answer emails about invoice tracking unless you have gone through protocol 4 first.

Protocol 5:

Select your payment method, but we advise the standard check or wire transfer method. Other options do exist, but that is your decision

Protocol 6:

All Payments are net 30 days unless prior arrangements are made.

This will not only expedite payment processing but also enhance the transparency and accuracy of our financial transactions.



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Contractor Insurance

- **You will be required to submit yearly Insurance Documentation via PDF which will be part of the Annual Renewal Approval.**

As part of our risk management protocols, we require all vendors to submit updated insurance documentation on an annual basis. Please ensure that your insurance coverage remains current and meets the minimum requirements outlined by NYC for all contractor / licensed work and in our vendor agreement.

Failure to submit valid insurance documentation may result in suspension of vendor status.

All Licenses including General Contractor, Mason, Plumbing etc, and anything related to the type of work your company does.

- **Safety Certifications such as OSHA etc.**
- **Rigger License**
- **Fire Safety Certifications**
- **Other Certifications**

Thank you for your continued partnership. We look forward to your ongoing collaboration and the opportunity to further strengthen our business relationship.

Note: This memo has been updated as of 05-012026 @10:40am

Warm regards,

Gary Andriotis
Vendor Relations
All Area Realty Services