

SBA-Certified SDVOSB | UEI ZYMKSLLV6DD5 | CAGE 20TP6 | GA Real Estate License #424101 (Johnnie E. Benton, Sr.) — Epique Realty, 888-893-3537

Work Order #

Effective Date

Prime PO / Job Reference #

Requested Start (Date / Time)

1. CONTRACTING PARTIES

PRIME RESTORATION CONTRACTOR (CLIENT)

Company Name

Project Manager (PM)

PM Phone

PM Email

Billing Contact / AP Email

SUBCONTRACTOR: FORMFIFTY, LLC · POC: Johnnie E. Benton, Sr., Managing Member · 470-885-8804 · contact@formfifty.com · 8379 Beechwood Trace, Riverdale, GA 30274

2. PROPERTY, LOSS & CLAIM REFERENCE

Loss Site Address

Date of Loss

Households Displaced

Primary Occupant Name

Occupant Phone

Household Size (Adults / Children / Pets)

Loss Type

☐ Water

☐ Fire

☐ Storm

☐ Structural

☐ Other

Insurance Carrier

Claim Number

Adjuster Name / Phone / Email

3. FIVE-GATE ACCEPTANCE VERIFICATION

Gate	Verification Item & Boundary	OK	Approval Source / Notes
1. Authority	Ordering PM has prime authority to delegate housing logistics; payer authorization and daily rate cap confirmed.	☐	
2. Purpose	Sub-tier displacement and ALE documentation only — no appraisal, legal, or adjusting work.	☐	
3. Scope	Occupant intake, lodging search, booking coordination, status logs, and ALE receipt ledgers.	☐	
4. Safety & Privacy	Occupant consent on file; accessibility and pet needs screened without medical diagnosis.	☐	
5. Capacity	Service footprint confirmed (Metro Atlanta / Georgia); escalation path set.	☐	

4. AUTHORIZED SERVICES (CLINS) & NOT-TO-EXCEED

Use	CLIN	Service	Schedule Rate	Qty	Agreed Rate	Extended \$
☐	CLIN 0001	24/7 Emergency Intake & 5-Gate Verification	\$350.00 – \$600.00 / household (one-time)			
☐	CLIN 0002	Interim Lodging Placement & Stay Management	\$500.00 – \$850.00 / month (\$125.00 / week)			
☐	CLIN 0003	Audit-Ready ALE Ledger Assembly & Folio Reconciliation	\$250.00 – \$450.00 / case file (at closure)			
☐	CLIN 0004	On-Demand Field PM Displacement Dispatch	\$125.00/hr std · \$175.00/hr after-hours*			
*CLIN 0004 billed in 30-minute increments, 2-hour minimum per dispatch.			Service Fee Not-to-Exceed (excl. lodging pass-through): \$			

5. LODGING PARAMETERS & BILLING

Max Daily Room Rate Cap (\$ / night, excl. tax)

Approved Stay: From

To

Cap Approved By (Adjuster / Payer)

Placement Type

☐ Extended-Stay Hotel

☐ Furnished Apartment

☐ Single-Family Rental

Reimbursable

☐ Lodging

☐ Pet Fee

☐ Parking

☐ Storage

☐ Laundry

☐ Other

Lodging Billed To

☐ Prime Contractor

☐ Insurance Carrier (Direct)

☐ Other Payer

Terms: Direct lodging (room rate and allowable local lodging taxes) is billed at actual cost as a pass-through, without markup, within GSA CONUS per diem limits or the policy Loss of Use (ALE) daily cap, whichever governs. Written check-in/check-out records from the lodging provider are required. Incidentals and security deposits are the occupant's responsibility and are not billed to ALE. FORMFIFTY service fees are invoiced separately from lodging. Payment: Net 30 (EFT/check), Government Purchase Card, or prime credit card.

6. REGULATORY BOUNDARIES & PROFESSIONAL DISCLAIMERS

1. Insurance adjudication. FORMFIFTY, LLC is not a licensed insurance adjuster or public adjuster. All coverage determinations, daily allowances, policy limits, and ALE approvals are reserved to the insurance carrier and its adjuster. **2. Habitability.** FORMFIFTY does not certify structural safety, environmental clearance, or habitability; return dates are set by the prime contractor and site authorities. **3. Licensed real estate activity.** Any lease negotiation or real estate representation is performed only by Johnnie E. Benton, Sr. (GA Real Estate License #424101) through his brokerage, Epique Realty (888-893-3537). **4. Financial liability.** FORMFIFTY's service fee is separate from lodging charges; FORMFIFTY assumes no liability for unpaid carrier claims, occupant damage, or incidental charges.

7. AUTHORIZATION & SUBCONTRACT ACKNOWLEDGMENT

PRIME CONTRACTOR AUTHORIZED PM

Signature

Printed Name

Title

Date

FORMFIFTY, LLC REPRESENTATIVE

Signature

Printed Name

Johnnie E. Benton, Sr.

Title

Managing Member

Date