HOME FRONT SOLUTIONS, LLC

12-point fiber sub-dealer agreement audit

Check each item against the written carrier or dealer scope before assigning routes.

Program / market: _____ Review date: _____

- [ ] **1. Contracting entities**
  Name the carrier or upstream dealer, your legal entity and the approved subcontracting chain. Confirm who can sign or amend the scope.

- [ ] **2. Carrier, product and channel**
  Attach written approval for the exact offer and sales channel. Record which states, markets and addresses the scope covers.

- [ ] **3. Payable milestone**
  Define confirmed installation or activation, acceptable carrier evidence and who accepts it. Track submitted orders separately.

- [ ] **4. Rate and payment timing**
  Record the rate by product, pay-cycle cutoff, payment due date and whether upstream payment controls the clock.

- [ ] **5. Reversals and disputes**
  Record chargeback reasons, window, evidence, notice and dispute deadlines. Assign a reviewer for exceptions.

- [ ] **6. Territory and route ownership**
  Write down any exclusivity and time window. Log street or route assignments and handoffs in the approved CRM, such as Dooriax Field if the agreement allows it.

- [ ] **7. Municipal permits and site access**
  Assign who checks local solicitation rules, obtains permits where required and records restricted properties, hours and do-not-knock addresses.

- [ ] **8. Badges and brand authorization**
  List approved representatives, badge issuer, expiry, permitted scripts and branding. Give residents a provider-approved way to verify a rep.

- [ ] **9. Qualification and customer disclosures**
  Use the approved address checker, price, label and enrollment process. Assign ownership of applicable cancellation disclosures.

- [ ] **10. Data and follow-up**
  Set access, retention and incident responsibilities. Keep consent and contact preferences with the approved order record.

- [ ] **11. Install reconciliation**
  Match accepted, scheduled, confirmed, paid and reversed records to carrier evidence. Agree how duplicates and missing events are resolved.

- [ ] **12. Exit and open orders**
  Agree on notice, final payouts, in-flight installations, customer handoffs, route access removal and data return or deletion.

Use with the signed agreement and applicable program and local requirements.

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