



FPI Management, Inc.

**DOCUMENTS REQUIRED FOR APPROVAL THROUGH COMPLIANCE DEPOT**

**STEP ONE**

- 1) A Portfolio Manager must decide they want to do business with you. The Portfolio Manager will then enter your business information into Compliance Depot.
- 2) Vendors must submit a vendor application to the Community Director of the property where you wish to provide service.
- 3) Vendors are currently not accepted in all geographic areas of management. Submission of a vendor application does not guarantee acceptance for application to Compliance Depot.
- 4) Vendors can not apply directly through Compliance Depot or the FPI corporate office.
- 5) If approved to become a vendor for FPI Management the vendor will receive a letter by fax or email from Compliance Depot. The letter will be on FPI letterhead.
  - a. Log on to [www.ComplianceDepot.net](http://www.ComplianceDepot.net) within 48 hours.
  - b. Letter will contain a user name and password
  - c. Vendor will be required to provide
    - i. General Company Information (address, phone, fax, email, industry category, etc.)
      1. Company Name
      2. DBA's
      3. Address
      4. Phone #
      5. Fax#
      6. Primary Contact
      7. Email Address
      8. Employer ID # (EIN)
    - ii. Company Status – Sole Proprietor, Corporation, Partnership
    - iii. Full Name and Date of Birth of Owner(s) or Principal(s)
- 6) Vendor must pay the required registration fee
  - a. Vendors that go to the sites pay a fee of \$85.00 for application process
  - b. Vendors that are off site pay a fee of \$65 for application process

**STEP TWO**

- 1) Copy of business license for city business is located and State Contractors License (if applicable)
- 2) W -9
- 3) Completed FPI Vendor Service Agreement.
  - a. Does not require a signature of an FPI Representative
- 4) Vendors are rated as

- a. High risk – Contractors, Service Companies that come on site and make repairs or installations, - example – General contractor, Painting contractor, Plumber, electrician, HVAC, Landscapers, Pest Control, Glass Repair, Carport Repairs, Asphalt work, Security companies.
  - b. Moderate – Fitness repair companies, Cleaning companies, Floor covering companies,
  - c. Low risk. – Companies that make deliveries to the site or send sales personnel to the site, advertising
- 5) Attorneys.
- a. Attorneys must register. They are not exempt.
  - b. Must pay the application fee
  - c. Attorneys must provide proof of errors and omission insurance
- 6) Off Site Vendors – do not come to the site – only deliver goods by mail.
- a. Must provide a W-9
- 7) Insurance Company must have a rating of A- or better
- 8) Certificate of Insurance for Workman’s Compensation Coverage
- a. Sole Proprietors –
    - 1) Complete the Exemption Form
  - b. Partnerships, Corporations, Limited Partnerships - Obtain the required insurance for the risk level of your business
  - c. Must contain a 30 day notice of cancellation clause.
  - d. Must list Compliance Depot as Certificate Holder
    - i. Compliance Depot  
1800 Preston Park Blvd., Suite 200  
Plano, Texas 75093  
Fax: (214) 291-8910
- 9) Certificate of Insurance Liability Insurance
- a. Compliance Depot must be named as the Certificate Holder
    - i. Compliance Depot  
1800 Preston Park Blvd., Suite 200  
Plano, Texas 75093  
Fax: (214) 291-8910
  - b. Obtain the required insurance for the risk level of your business
  - c. Must contain a 30 day notice of cancellation clause
  - d. Language for additional insured must read
    - i. FPI Management, Inc. and all owned or managed properties are additional insured on the General Liability policy and Excess Liability policy.
    - ii. **Do not** include Compliance Depot as additional insured
- 10) Auto Insurance
- a. Provide proof of insurance that shows insurance coverage limits
  - b. Must be in the name of the business or name on car registration.
  - c. Vehicles insured on a personal auto policies must meet the following criteria
    - i. Vehicle must be in the name of the principal of the business

- ii. Must meet the required insurance limits for the vendor risk level
- iii. Must indicate vehicle is used for business

11) Submitting incorrect paperwork and/or insurance documents can delay the approval process.

- a. The approval process is an automated computer read system. Documents that contain additional wording or do not have all information will fail.

12) The principal of the business and the business is screened for the following:

- a. Financial stability
- b. No liens in excess of \$50,000
- c. No criminal record in the past 84 months
- d. No bankruptcy in the past 2 years
- e. Not on the Government Watch List
  - i. Government Watch list monitor from person of interest for terrorism, money laundering and drug trafficking.

13) Vendors can log back onto the Compliance Depot web site and check the status of their approval through their user name and password. The approval process can take up to 10 days once all documents are received.

#### Things not to do

- 1) Do not mail a vendor application to FPI soliciting to be added. Vendors are only added if a Portfolio Manager wants to conduct business.
- 2) Do not forward insurance documents to FPI. They are disposed of.
- 3) Do not send payments to FPI. Payments must be made through Compliance Depot.

FPI Management is required by most lenders and government agencies to screen all vendors that receive a payment for compliance with the Patriot Act. FPI Management and the owner of the apartment community which you service must also have proof that the vendor is maintaining sufficient insurance and licensing to protect the owner of the property from liability. Due to the screening for background and the volume of paperwork that needs to be maintained a third party company has been contracted to complete the application process. The fee that is assessed is for the initial screening and the maintenance of the documents.

The enrollment in the program will place your name on a global vendor list and expose your business to other apartment communities that may have a need in your service category and/or geographic area. All vendors are required to have the same insurance levels for the same service provided. In addition all vendors must have current licensing. This places all vendors on a level playing field making the cost of doing business the same for everyone.

Although you may have previously provided insurance documents and licenses to FPI Management; the content of the documents was never reviewed in detail. The initial enrollment process has found that many vendors were not carrying sufficient insurance to protect the asset of the owner. Vendors will be required to meet the established limits.

FPI Management must require all vendors to enroll in the vendor compliance program. The approval of a vendor links directly to our accounting system. Vendors that have not completed

the compliance process can not be issued a check. Unfortunately, if a vendor chooses not to participate, the business you are currently providing will be offered to an approved vendor.

Thank you for your participation in the vendor program.

**FPI MANAGEMENT, INC.**  
**VENDOR SERVICE AGREEMENT**

\_\_\_\_\_, ( ) Sole Proprietor ( ) Corporation ( ) Partnership agrees to provide contracted repairs or replacement service for FPI Management, Inc. as Agent for the clients under management contract. As an approved Vendor of FPI Management, Inc.; I \_\_\_\_\_ as Agent for \_\_\_\_\_ (Vendor), agree to the following terms:

A) Vendor coming on premises will provide proof of insurance as follows:

	High Risk	Moderate & Low Risk	Off-Site Vendors**
<b>Insurance</b>			
Vendor has up-to-date general liability insurance with an aggregate amount of \$\$\$ or more.	\$ 2,000,000	\$1,000,000	not required
Vendor has up-to-date general liability insurance with an each occurrence amount of \$\$\$ or more.	\$ 1,000,000	\$500,000	not required
Vendor has up-to-date general liability insurance with a personal injury limit of \$\$\$ or more.	\$ 1,000,000	\$250,000	not required
Vendor has up-to-date general liability insurance with products-completed ops limit of \$\$\$ or more.	\$ 2,000,000	\$1,000,000	not required
Vendor has general liability insurance with a rating of XXX or higher.	A-	A-	
Vendor has up-to-date excess liability insurance with an each occurrence limit of \$\$\$ or more.	\$ 2,000,000	not required	not required
Vendor has up-to-date excess liability insurance with an aggregate limit of \$\$\$ or more.	\$ 2,000,000	not required	not required
Vendor has up-to-date automobile liability with a combined single limit of \$\$\$ or more.	\$ 500,000	\$300,000	not required
OR PROOF OF THE FOLLOWING			
Vendor has up-to-date automobile liability with a bodily injury per accident limit of \$\$\$ or more.	\$ 500,000	\$300,000	not required
Vendor has up-to-date automobile liability with a bodily injury per person limit of \$\$\$ or more.	\$ 100,000	\$100,000	not required
Vendor has up-to-date automobile liability with a property damage limit of \$\$\$ or more.	\$ 100,000	\$100,000	not required
Vendor has up-to-date workers compensation insurance with an each accident limit of \$\$\$ or more.	\$ 500,000	\$500,000	not required
Vendor has up-to-date workers comp insurance with a disease policy aggregate limit of \$\$\$ or more.	\$ 500,000	\$500,000	not required
Vendor has up-to-date workers comp insurance with a disease each employee limit of \$\$\$ or more.	\$ 500,000	\$500,000	not required
<b>Additional Provisions</b>			
Additional insured: FPI Management, Inc. and all owned and managed properties are additional insured on the General Liability and Excess Liability Insurance Policies.	X	X	not required
Compliance Depot is listed as and Insurance Certificate Holder.	X	X	not required
Vendor must provide a W-9.	X	X	X

Note: Failure to provide evidence of insurance, or lapse of the above will result in immediate termination of this agreement.

- B) There shall be no gifts or gratuities in excess of \$25.00 in value provided to any agent, employee or apartment community employee of FPI Management, Inc.
- C) There shall be no kick backs (defined as a fee paid in exchange for the referral or contract for work) paid to agent or employees of FPI Management, Inc. or residents of FPI managed communities.
- D) There shall be no discrimination against or segregation of any person or group of persons on account of race, color, religion, sex, individual gender, martial status, ancestry, national origin, disability or familial status in the services provided, nor shall the transferee himself or herself or any other person claiming under or through him or her, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, sub-tenants or vendees of the premises.
- E) There shall be no sexual harassment of any FPI Management, Inc. employees, tenants, lessees, sub-tenants or vendees of the premises.
- F) Employees, agents or sub-contractors of the vendor agree to conduct themselves in a professional and ethical manner in all dealings with FPI Management, Inc., its agents and employees.
- G) Vendor shall provide a fair and competitive price for services provided.
- H) Vendors will submit invoices at the time work is performed or supplies delivered. Invoices submitted after 90 days of work or delivery date will not be paid.

Violation of any terms of this agreement will result in the termination of approval to perform work for FPI Management, Inc., its agents or employees.

As Agent for \_\_\_\_\_ (Vendor), I agree to the terms of the Vendor Service Agreement.

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Representative for FPI Management, Inc.

\_\_\_\_\_  
Print Name/Title

	High Risk	Moderate & Low Risk	Off-Site Vendors**
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Compliance Depot is listed as and Insurance Certificate Holder.	X	X	not required
Vendor must provide a W-9.	X	X	X