

FPI MANAGEMENT

How to become a FPI Approved Vendor

- 1) If you wish to service a specific property, you should contact that community directly. In most cases, new vendors are chosen directly by the properties. Vendors may not apply directly through RealPage Vendor Credentialing or at the FPI Corporate Office.
- 2) The property will obtain permission from the portfolio manager to use your services.
- 3) If you have been selected as a new vendor to perform work for a community, you must agree to our vendor requirements.
- 4) Vendors are not allowed to begin performing work for our communities until all the steps below are complete as payment may be delayed.
- 5) Vendors must submit a completed vendor application and W-9 to the property they wish to provide service. Vendor set-up into the Realpage VC database requires both vendor application and W-9 submission.
- 6) Submission of an application does not guarantee a vendor being added to the FPI master vendor list.
- 7) An approved vendor may not be selected to service our entire portfolio.

Application Process

- 1) Once a vendor has been entered into the Realpage VC database, an enrollment letter is sent to the vendor via fax or email. This enrollment letter will be on FPI letterhead and will provide steps on how to establish a Realpage VC account to begin the approval process. You must establish the account within forty-eight (48) hours.
- 2) You will need to submit the required documentation to Realpage VC as per their instruction and await a response. It may take up to seventy-two (72) hours for Realpage VC to complete their initial review of your information once all documents are submitted. The approval process can take up to ten (10) days once all documents are received.
If you have questions about your status, you should log into your Realpage VC account. If you have trouble accessing your account, please contact Compliance Depot directly.
Realpage Vendor Credentialing
P.O. Box 115006
Carrollton, TX 75011
1-888-493-6938 extension 1
Fax: (877) 665-8910
vcdocuments@realpage.com
- 3) Vendors will be required to pay an initial application fee and an annual recertification fee at each enrollment anniversary. Application and recertification fees are paid directly to Realpage VC.
 - i. On-site vendor application fee = \$99
 - ii. Off-site vendor application fee = \$80
- 4) Do not send any documents to the FPI corporate office. This includes vendor applications, proof of insurance, or Realpage VC application fees.
- 5) Submitting incorrect paperwork and/or insurance documents can delay the approval process. The approval process is an automated computer read. Documents missing or containing additional or incorrect wording will fail.
- 6) A business and or its principal will be screened for the following:
 1. Financial stability
 2. No liens in excess of \$10,000
 3. No criminal record in the past 84 months
 4. No bankruptcy in the past 2 years
 5. Government watch list

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7) Vendors will be required to provide the following:

1. Vendor Application
2. Type of Company
3. Owner/Principal Information
4. Business/Contractors License
5. W-9
6. FPI Vendor Service Agreement
7. Assess Risk Level
 - I. High Risk – Contractors or service companies that come on-site and make repairs or installations. (Contractors: General, Painting, Plumbing, Electrical, HVAC, Landscaping, Pest Control, Glass/Window, Carports, Asphalt, Roofers, Security)
 - II. Moderate/Low Risk – Companies that make deliveries or send personnel to the properties. (Cleaning, Fitness Equipment Repair, Flooring)
 - III. Professional Risk
 - IV. Pollution Risk
 - V. Towing Risk
 - VI. Specialty Risk
 - VII. Cyber Risk
 - VIII. Employment Temps
 - IX. Child Care

8. Certificate of General Liability Insurance

- i. Insurance company must have a rating of A- or better
- ii. Realpage VC must be named as the certificate holder
- iii. Insurance coverage must meet the amount indicated for the risk level of your business
- iv. FPI Management, Inc. must be named as additionally insured and the language must read as: FPI Management, Inc. and all owned or managed properties are additionally insured on the General Liability Policy and Excess Liability Policy
- v. DO NOT include Realpage VC as additional insured
- vi. Must contain a 30-day notice of cancellation clause

9. Certificate of Insurance for Workman's Compensation Coverage

- i. Sole Proprietors complete the Workman's Compensation Exemption Form
- ii. Realpage VC must be named as the certificate holder
- iii. Insurance coverage must meet the amount indicated for the risk level of your business
- iv. Must contain a 30-day cancellation clause

10. Certificate of Insurance for Automobile Liability

- i. Must meet coverage limit requirement
- ii. Must be in the name of the business or principal
- iii. Must indicate that the vehicle is used for business
- iv. Registration must be in the name of the business or principal

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Once you have been approved by Realpage VC, you will be notified via email or fax. You will also be entered into our accounts payable system and at that time, you can begin to work at our properties.

Congratulations!