

New Vendor Packet



COMPASS
MULTIFAMILY

Let's do business

Thank you for your interest in doing business with Compass Multifamily. To be approved as a vendor, we will need you to provide all documentation noted on this checklist.

Please attach this checklist to your documents and email the completed Vendor Packet to **Property Manager**.

Property Name

OnSite Vendor: YES NO

Requirements for All Vendors

	Attached
Vendor Services Agreement - Signed and Dated	
W-9 Form - Signed and Dated	
All Applicable Licenses (i.e. electrician must submit an electrical license)	

Requirements for Independent Contractors Working OnSite

	Attached
Independent Contractor Notification of Compliance	
Proof of General Liability Insurance	

Insurance Requirements for all OnSite Vendors - provide COI

Insurance Type	Required Limit	Coverage	Attached
General Liability	\$1,000,000	Each Occurrence	
	\$2,000,000	General Aggregate	

Certificate Holder box must list: Compass Multifamily, et al., 1825 Market Center Blvd. Ste 360, Dallas, TX 75207



Contractor Information

Please Print

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Company Name

Date

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Address

Does Vendor Require a FORM 1099? YES NO

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FORM 1099 Mailing Address (if different from above)

Main Contact

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Name

Title

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Email

Phone

Other Contact

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Name

Title

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Email

Phone

Services Provided



VENDOR SERVICES AGREEMENT

_____ agrees to provide goods and/or services for Compass Multifamily and/or properties managed by Compass Multifamily, as Agent for the clients under management contract. As a Vendor providing goods and/or services, I/we agree that Compass Multifamily is the property manager on behalf of the Owner, and accordingly Compass Multifamily shall have no liability for obligations of the property or owner. I/we agree to the following terms:

Vendor Requirements: As a vendor providing any type of good and/or service to a Compass Multifamily community or corporate office, I must have a W-9 and any applicable professional licenses on file with Compass Multifamily. If I am providing any type of good and/or service which requires my company to send a representative to the community or the office, I must also have a current certificate(s) of insurance on file with Compass Multifamily with the amounts of coverage detailed below and on the Vendor Checklist I have provided. The certificate(s) of insurance must remain current and any lapse in coverage may result in delayed payment and/or termination of future purchases of goods and/or services.

Insurance Requirements:

Commercial General Liability (GL) with limits of insurance not less than \$1,000,000 each occurrence / \$2,000,000 General Aggregate

Waiver of Subrogation: VENDOR waives all rights against Compass Multifamily, Property Owner, and agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by commercial general liability, commercial umbrella liability, business auto liability, or worker's compensation and employers' liability insurance maintained per requirements stated above.

Background Screening of Workers: The vendor must exercise due diligence in not placing any employees, laborers, or subcontractors to perform work within property boundaries and inside any dwelling units who may have a conviction or deferred-adjudication history of any crime that may pose a serious potential threat or risk of injury to our residents and others. Unacceptable criminal history might include but is not limited to, crimes such as rape, molestation, sexual assault, incident exposure, indecency with a child, murder, and kidnapping. I understand that it is my responsibility to use responsible hiring practices and that I must obtain a report based on Texas Department of Public Safety criminal records, as well as take any other actions needed to prudently screen my workers for criminal history.

If for some reason my company chooses to subcontract out of the business, I understand my company holds the responsibility of requiring the subcontractors to exercise the same due diligence as described above.

Fair Housing Policy: It is the policy of Compass Multifamily to treat all residents, prospective residents, and their guests in a fair, professional manner without regard to race, color, religion, sex, familial status, handicap or national origin, political affiliation, sexual orientation, parental status, military service or other non-merit factor and in accordance with all jurisdictional guidelines. As a contractor/vendor to Compass Multifamily Properties, I agree that I will treat all Compass Multifamily staff, residents, prospective residents and their guests in a fair, professional manner without regard to race, color, religion, sex, familial status,



handicap or national origin, political affiliation, sexual orientation, parental status, military service or other non-merit factor and in accordance with all jurisdictional guidelines. In addition, I accept the responsibility to train my employees to treat all Compass Multifamily staff, residents, prospective residents, and their guests in a fair, professional manner without regard to race, color, religion, sex, familial status, handicap or national origin, political affiliation, sexual orientation, parental status, military service or other non-merit factor. I understand that failure to adhere to Compass Multifamily Fair Housing Policy and the Fair Housing Laws will result in the termination of my relationship with Compass Multifamily. My signature below indicates my understanding of Compass Multifamily Fair Housing Policy and my commitment to comply with that policy.

The vendor's employees, agents, or subcontractors agree to conduct themselves professionally and ethically in all dealings with Compass Multifamily, its agents, and employees.

Vendor agrees to indemnify and hold harmless Compass Multifamily, Inc and the ownership entities of their owned or managed Communities from and against any and all claims, damages, expenses, and losses of any kind, including but not limited to defense costs and attorney's fees, arising out of, relating to, or resulting from the performance of work at property(s) by Vendor, its employees or agents, the presence of Vendor, it's employees or agents on the property(s), or any injury to agents or employees of Vendor arising out of or in the course of their work on the property.

My signature indicates acknowledgment of receipt and agreement with the above terms. Violation of any terms of this agreement will result in the termination of approval to perform work for Compass Multifamily, its agents, or employees.

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Signature of Vendor Agent

Date

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Print Name/Title

Vendor Name

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Address



Independent Contractor Notification of Compliance

(for non-corporations)

The following rules apply to Independent Contractors and by my signature below I agree that my status as an Independent Contractor is true and accurate.

As a true and independent contractor, I am able to assign another to do the job in my place and need not perform services personally.

As an independent contractor, I am hired to do one job of limited or indefinite duration and have no expectations of continuing work.

As an independent contractor, I am the master of my own time and work the days and hours I choose.

As an independent contractor, I provide all of my own tools and equipment necessary to complete the job.

Please note that most businesses operating in the State of Texas must bill and collect all applicable sales tax (city, county, and state). It should be understood that all invoices submitted to Compass Multifamily, LLC. shall include all applicable sales tax and that you (or your business) are responsible for remitting these taxes to the State of Texas according to Texas State Law.

I understand and agree the above statements are all true and consider myself to be an Independent Contractor:

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Print Vendor Name

Date

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Vendor Signature



Invoice Information Requirements

Please include the following information on your invoice:

- Property Name
- Invoice Number
- Invoice Date
- Remittance Address
- PO or Work Order Number (if applicable)
- Service date(s)
- Description of Service(s) Provided
- Contact information (address, phone number, and e-mail address)

Invoice Submission Procedures

Invoices may be submitted by:

1. E-mailed as PDF document to Property Manager

Submission guidelines:

- Please only submit your invoice once
- If you have not received your payment within 30 days, please contact us at vendors@compassmf.com

Please note:

- Checks will not be cut if proper insurance coverage is not in place and current at the time work is performed and checks are processed
- Your company will receive a yearly 1099 from each Property association that you are contracted to service.