

Thank you for your interest in becoming a vendor for our company.

In order for us to proceed with services, you will need to be certified through Compliance Depot. Compliance Depot is a 3rd party provider responsible for administering **Provence Real Estate's** Vendor Compliance Program.



Compliance Depot will gather insurance documents, a W-9, vendor agreement, and any other applicable information **Provence Real Estate** needs in order to designate you as an approved vendor on our company vendor list. You may obtain a sample insurance certificate that you may share with your insurance provider, a blank W-9, and our vendor agreement directly from Compliance Depot.

You can contact Compliance Depot at **(888) 493-6938**. Please select option 5 to initiate your enrollment process. If you need to check the status on your account you will need to select option 6. You can also visit their website at **www.ComplianceDepot.net**. Please be advised that there is an annual fee associated with the enrollment process. They have customer representatives available Monday through Friday from 7:30 to 6:30 Central time to assist you or your insurance agent with any questions.

All documents may be submitted to Compliance Depot via e-mail at **Documents@ComplianceDepot.net**. Please include a cover sheet with the name of your company and reference that the documents are for **Provence Real Estate** compliance.

Once you have achieved "Approved" status with Compliance Depot, please contact the community where you are trying to provide services and they will give you final approval to proceed as a Provence vendor.

We look forward to working with you in the future.

Sincerely,

Provence Real Estate