

Thank you for your interest in becoming a vendor for our company. In order for us to proceed with services, you need to be certified through RealPage Vendor Credentialing (f/k/a Compliance Depot).



RealPage Vendor Credentialing is a 3rd party provider responsible for administering the vendor compliance program for Provence Real Estate. RealPage Vendor Credentialing will collect and store your documents:

- W-9
- Insurance Certificate and Endorsements
- Signed Vendor Agreement
- Professional License and any other applicable forms

Provence Real Estate needs the above documents in order to designate you as an approved vendor on our company's vendor list. There is a fee associated with the set up with RealPage Vendor Credentialing; the annual enrollment fee is \$99 for on-site vendors or \$80 for off-site vendors. 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 your online RealPage Vendor Credentialing account or by contacting RealPage Vendor Credentialing.

There are many benefits to enrolling with Vendor Credentialing. You will have online exposure to more than 400 property management companies looking for new vendors that need your type of service. You will only have to submit your paperwork once regardless of how many of our locations you service. Everything you need to know to become a preferred vendor will be at your fingertips. They have customer representatives available Monday through Friday from 7:30am to 7:00pm Central time to assist you or your insurance agent with any questions.

Vendor Credentialing Customer Service Support:

- Email – VCcustomerservice@RealPage.com
- Call – 888.493.6938; select option 1
- Login – <https://vendorcredentialing.realpage.com/webapp/Login.aspx>

For fastest document processing, upload documents in your online account. Documents may also be submitted to Vendor Credentialing via e-mail at Documents@ComplianceDepot.com or fax at (877) 665-8910. Please include a cover sheet with the name of your company and reference your 6 or 7-digit Vendor ID# and that the documents are for compliance for Provence Real Estate.

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 with working on our properties.

We look forward to working with you in the future!

Sincerely,

Provence Real Estate

678.228.0950

Info@ProvenceRE.com