



Dear Prospective Vendor:

Thank you for your interest in partnering with Diversified Association Management for servicing the needs of our community associations. Our company's highest value is to provide exceptional, quality, customer-focused service to our clients, with the highest standard of ethics and integrity. It is important that any vendor who performs work for our communities shares the same value.

Diversified Association Management acts as an agent on behalf of community associations; therefore, work is performed for each individual community association and not for Diversified Association Management, and payment is made by the individual community association with Diversified Association Management acting in an administrative capacity and to facilitate payment. Our clients require that all vendors carry general liability, automobile liability, and worker's compensation coverage which must be in effect prior to performing any services. Once work is appointed, the name of the community association shall be listed on the general liability certificate as additionally insured. The vendor agrees to provide Diversified Association Management with proof of coverage on an annual basis and any information regarding renewals or cancellations. Please understand that any vendor will not be permitted to perform work with cancelled or expired insurance, nor will payment be disbursed until effective insurance certificate is provided. Enclosed you will find our Statement of Understanding and Vendor Application. We must receive the following information in order to add your company to our preferred vendor database:

- Statement of Understanding
- Vendor Application
- Certificate of Insurance (initially naming Diversified Association Management as certificate holder)
- W-9
- References

Once we receive the above documents, you may be added to our database which allows community managers to access and solicit bids or maintenance requests as projects come up. Please understand that your inclusion in our preferred vendor database does not guarantee work. We appreciate your willingness to provide services to our community associations and we look forward to working with you in the near future.

Respectfully, The Diversified Association Management Team

**NEW VENDOR APPLICATION**

**Business**

**Name:** \_\_\_\_\_

**Name of Business**

**Representative:** \_\_\_\_\_

**Business**

**Address:** \_\_\_\_\_

**Business**

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Emergency Contact**

**& Phone:** \_\_\_\_\_

**Email**

**Address:** \_\_\_\_\_

**Years in Business:** \_\_\_\_\_ **(check one)**  Corporation  Sole Proprietor  Partnership

**Type of Work Performed:**

\_\_\_\_\_  
\_\_\_\_\_

**Payments should be mailed to (address, if different from above):**

\_\_\_\_\_  
\_\_\_\_\_

**References:**

Contact Name/Business	City/State	Contact Number	Contact Email

**APPROVED VENDOR STATEMENT OF UNDERSTANDING**

In order to be added to Diversified Association Management's database of approved vendors, the applicant must acknowledge understanding and agreement with the following policies set forth by Diversified Association Management on behalf of the community associations as our mutual client.

**Work Orders**

- Requests for work will be submitted by a written work order from a Community Manager. Only work specified in the work order is authorized to be performed, unless explicit permission is given by the community manager.
- Each work order will have a due date. Vendor will notify the Community Manager if unable to meet the requested deadline.

**Invoices**

- A separate invoice will be submitted for each community association and/or work order. The vendor will not invoice for multiple associations or work orders on a single invoice.
- The name of the association must be stated on the invoice, along with a copy of the work order attached.
- Invoices should be submitted to [invoices@diversifiedprop.com](mailto:invoices@diversifiedprop.com) and processed through our invoice tracking system, Strong Room.
- Invoices must show itemization of labor and materials (showing breakdown of type and quantities). This is not required with explicit approval of a written bid.
- Invoices are subject to approval by the association Board of Directors. Upon approval and/or inspection of the work, payment will be processed within 30 days of receipt. We make every effort to expedite this process as quickly as possible.

### **Insurance**

- Approved vendors are required to maintain insurance policies for general liability and automobile liability and Worker's Compensation with limits of at least \$1,000,000 in effect at all times.
- Diversified Association Management shall be added as additionally insured on the general liability policy. Once work is assigned, the association for which the work will be taking place shall be added as additionally insured.
- It is required that Diversified Association Management promptly receives all renewal and cancellation notices.

### **Subcontractors**

- Subcontractors shall be approved by the HOA Board of Directors in order to perform work on the respective HOA property. Subcontractors must be licensed and provide evidence of insurance per requirements stated above.
- Subcontractors shall comply in all other respects to the Statement of Understanding. Skills & Abilities Vendor agrees not to accept any work assignments unless possessing the adequate abilities, skills and licenses are to do so. I certify that I understand and will comply with the aforementioned policies by Diversified Association Management on behalf of the community associations as our mutual client.

**Company Name:**

\_\_\_\_\_

**Company Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_