

In order to protect Peak Living Ownership, Management and Community, Peak Living requires all vendors to complete an initial pre-screen process prior to being used. Pre-screen includes successfully completing a background check, verifying their Federal ID number, signing a vendor agreement and ensuring all insurance requirements are met. Peak Living has partnered with NetVendor to complete these processes and ensure ongoing compliance for all vendors.

NetVendor charges *onsite* vendors \$98.00 per year to maintain compliance; NetVendor charges \$0.00 per year to maintain *offsite* vendor compliance. For smaller vendors with annual payment up to \$1,000 per year, Peak Living can opt to request a waiver of compliance. Waivers must be approved by Regional Manager and submitted to vendors@peakliving.com *prior* to utilizing the vendor. This option should be used sparingly.

Vendor Setup – *must be completed prior to utilizing the vendor*

When considering working with a new vendor, refer vendor to www.netvendor.net/peakliving to enroll in the Peak Living NetVendor account. Once contacted by the vendor, NetVendor will work with the vendor to ensure that the full pre-screen process is successfully completed and all necessary insurance is obtained/provided. Once approved, NetVendor will upload the new vendor into Yardi for onsite team use/payment processing.

One-time use vendors, online/mail order vendors and attorneys are not required to complete an enrollment/verification through NetVendor, and instead can be completed manually by the onsite team. To complete this process:

For attorneys or online/mail order, or off-site vendors, submit a Help Desk ticket to the Vendor Mgt – Add/Edit Vendor category with the following documents attached:

- a. Current completed W-9
- b. Peak Living New Vendor Form, including Regional Manager signature

If vendor comes onsite, site team must email vendors@peakliving.com with the following information included:

- a. Vendor Business Name
- b. Vendor Contact Name
- c. Vendor Email
- d. Phone #
- e. Type of work being completed (i.e. general contracting, plumbing, appliance repair, etc.)
- f. \$ Amount/estimate of work, if known
- g. Estimated completion Date

Vendor Management will use above information to work with vendor to obtain necessary agreements, coverage of insurance, etc. Once all required documents are received and approved, the vendor will be setup for one-time use for the next 30 – 45 days.

Insurance Compliance

Peak Living and NetVendor require all vendors to provide proof of coverage of insurance. Insurance coverage amounts may vary based on the type of work the vendor does. All onsite vendors are required to carry Workers Compensation coverage. Vendors and site teams are able to contact vendors@peakliving.com at any time for more information about required insurance coverage based on type of vendor.

After the initial enrollment with NetVendor has been completed, NetVendor will begin to notify vendors of expiring insurance coverage approximately 30-days prior to expiration. They will continue to notify the vendor until proof of a renewed policy has been provided to ensure ongoing vendor compliance. Once provided, the vendor's information will automatically be updated in Yardi, so the site team is able to continue using/submitting for payment.

If vendor does not provide appropriate proof of coverage, or opts to cancel coverage, NetVendor will update the account and deactivate the vendor in Yardi. At this time, the site team should no longer continue to use this vendor. A deactivated vendor cannot be paid.