



BH Vendor Enrollment Checklist

OFFSITE/ EXEMPT VENDOR

BH uses RealPage Vendor Credentialing to collect and track tax, insurance, and other required documents during the vendor enrollment process. Use the following checklist as your guide for completing the required enrollment steps. Submit all documents through your Vendor Credentialing account. Do not send documents directly to BH.

Complete the following documents: BH Vendor Services Agreement

Once you've submitted your documentation, the RealPage Vendor Credentialing system will verify that all information is complete and accurate. Check your status by logging into your Vendor Credentialing account.

Questions? Contact RealPage Vendor Credentialing Support at (toll-free): 888-493-6938, or VCcustomerservcie@RealPage.com



BH Management Services, LLC

VENDOR SERVICE AGREEMENT

As a vendor for BH Management Services, LLC, _____ (“Vendor”), agrees to provide good, materials, and/or services (the “Work”) to BH Management Services, LLC (“BHMS”), as agent for the Owner (“Owner”) (Vendor, BHMS, and Owner each a “Party” and together “Parties”) of one or more apartment communities managed by BHMS under the following terms (the “Agreement” or the “VSA”)

- A. **Role of BHMS:** Vendor acknowledges that BHMS is not the property owner and that BHMS acts solely as a property manager engaged independently in the business of managing property for the Owner and engages all vendors on behalf of Owner and not as a principal. Ultimately, the responsibility for all debts incurred to Vendor and/or its suppliers and subcontractors rests with Owner.
- B. **Service Agreement:** The Parties understand that this Agreement may not be the entire agreement between the Parties. The Parties may have entered into a separate service agreement (the “Service Agreement”) to cover the specific vendor Work. As such, the terms and conditions contained herein shall remain applicable for the full term of any Agreement. If there is any inconsistency between this Agreement and any Service Agreement, this Agreement shall control.
- C. Vendor agrees that, before providing any goods and/or services to a BHMS-managed community, it will have completed and signed IRS Form W-9 along with any applicable professional licenses on file with RealPage Vendor Credentialing. Additionally, Vendor agrees that before sending any representative or agent to a BHMS-managed community to perform Work of any nature, Vendor will have a current certificate of insurance on file with RealPage Vendor Credentialing for General Liability, Auto Liability, Excess liability (if applicable), and workers compensation insurance. Additional coverage may be required if deemed appropriate by the scope of service. All coverage shall be primary and noncontributory. The general liability policy must be written on an Insurance Service Office based policy form and the following parties must be added to the general liability policy as an additional insured (or “AI”) as their interests may appear in regard to Work performed by Vendor: ***BH MANAGEMENT SERVICES, LLC, THE OWNERSHIP ENTITIES OF THEIR OWNED OR MANAGED PROPERTIES, INCLUDING THEIR PARENT ORGANIZATIONS AND THEIR RELATED ENTITIES, THEIR OFFICERS, DIRECTORS, PARTNERS, MEMBERS, MANAGERS AND EMPLOYEES are additional insured on the general liability policy.*** Full policy limits available to Vendor shall also apply to the additional insureds. Any self-insured retention or deductible limit applicable to any required policy shall be conveyed within the submitted insurance documentation. Vendor is required to include endorsements for ongoing and completed operations to be approved at the sole discretion of BHMS. All moderate and high-risk vendors must carry an umbrella/excess policy up to the required limits. The umbrella/excess policy must have the AI status checked or include verbiage that the policy follow form to the underlying GL policy. A waiver of subrogation shall apply in favor of the aforementioned parties on all policies as permitted by law. There certificates of insurance must remain current and any lapse in coverage will result in termination of future purchases of goods and services. Endorsements are required with each policy renewal and must accompany the certificate of insurance. The definition of “insured contracts” should not be deleted, amended, or otherwise endorsed in any way.



D. Indemnification:

- i. To the fullest extent permitted by law, and except as set out in subparagraph (ii) below, Vendor shall indemnify, hold harmless, and defend the Owner, BHMS, the ownership entities of their owned or managed properties, including their parent organizations and their related entities, their officers, directors, partners, members, managers and employees (collectively "Indemnitees") from and against all claims, damages, losses, and expenses, including, but not limited to attorney fees, arising out of or resulting from bodily injury or death of any person, or property damage, including loss of use of property ("Claims"), arising or alleged to arise out of or in any way related to Vendor's performance of the Work or other activities of Vendor or related to this or any other Service Agreement regarding the Work, incurred in connection with the fault, negligence, or willful misconduct of Vendor in performance of the Work, the breach by Vendor of any term, condition, warranty, or representation in this or any other Vendor Agreement regarding the Work, any claims against the Indemnitees by anyone directly or indirectly under the Vendor's control or anyone for whose acts vendor may be liable.
 - ii. Furthermore, to the fullest extent permitted by law, Vendor shall indemnify, hold harmless, and defend the Indemnitees from and against all Claims arising out of or resulting from bodily injury to, or sickness, disease, or death of, any employee, agent, or representative of Vendor or any of its subcontractors, regardless of whether such claim, damage, loss or expense is caused, or is alleged to be caused, in whole or in part by the negligence of any Indemnitee, including BHMS. The indemnification obligations under this paragraph shall not be limited by any limitation on the amount of type of damages, compensation, or benefits payable by or for the Indemnitees under workers compensation acts, disability benefit acts, or other employee benefit acts.
 - iii. Notwithstanding any other provision of this VSA, the foregoing indemnities contemplated in Sections D(i) and D(ii) shall not, as to the Indemnities defined therein, be available to the extent such losses, liabilities, damages, claims, costs, and expenses are determined by a court of competent jurisdiction through a final and non-appealable judgment to have resulted from the gross negligence or willful misconduct of any Indemnitee.
 - iv. It is mutually understood and agreed that the assumption of liabilities and indemnification provided for in this Agreement shall indefinitely survive any expiration, completion, or termination of the Agreement. Vendor agrees to continue to maintain Products and Completed operations insurance coverage per the required type and limits as defined within this Agreement, for three (3) years from the date on which the Work is completed and name the Indemnitees, including BHMS and Owner, as additional insured under Vendor's commercial general liability insurance policy. Furthermore, Vendor agrees that there shall be no endorsements or modification of the commercial general liability policy limiting the scope of coverage for liability arising from cross suits, pollution, explosion, collapse, underground property damage, earth movement, subsidence, or other exposures unless Vendor maintains separate insurance policies providing such coverage.
- E. Vendor shall comply with the Immigration Reform and Control Act of 1986 ("IRCA") in all respects for each employee who performs Work pursuant to or in the furtherance of this Agreement. Vendor warrants that an authorized representative of Vendor has: (i) verified that



- each employee is legally authorized to work in the United States for the duration of all services provided to the Owner and/or Owner's Agents; (ii) required the employee to complete and execute Section 1 of the DHS Form I-9; (iii) completed and executed Section 2 of the DHS Form I-9; and (iv) been processed through Department of Homeland Security-Employment Eligibility Verification "E.E.V." Vendor further agrees to indemnify, hold harmless, and defend Indemnitees from and against any and all claims, losses, costs, and liabilities arising out of Vendor's failure to comply with these requirements.
- F. Vendor agrees there shall be no discrimination against or segregation of any person or group of persons on account of race, color, religion, sex, individual gender, marital status, ancestry, national origin, disability, or familial status in the Work, nor shall Vendor, or any other person claiming under or through Vendor, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, sub-tenants, or vendees of the premises where Work occurs.
- G. Vendor agrees to exercise due diligence in not placing any agents, independent contractors, subcontractors, or the employees thereof to perform Work inside any building or living units or within community boundaries who may have a prior criminal background consisting of crimes including but not limited to those of violence, sex, dishonesty, or breach of trust, or pose as a threat, danger or moral hazard to the residents or property or the community. Vendor agrees that it must use dependable hiring practices and accept BHMS's Policies regarding employee background screening.
- H. Vendor agrees on behalf of itself and all its employees, agents, and subcontractors to conduct themselves in a professional and ethical manner in all dealings with BHMS, Owner, and their respective agents and employees.
- I. Vendor, any of its employees or subcontractors and their employees shall be considered and are acknowledged to be independent contractors and not employees of BHMS, Owner, or their related entities or respective agents. Vendor shall exercise all supervisory control and general control over all workers' duties, payment of wages to Vendor's employees, and the right to hire, fire, and discipline its employees and workers. As an independent contractor, payment to Vendor shall not be subject to any withholding for tax, social security, or other purposes, nor shall Vendor or its employees be entitled to sick leave, pension benefit, vacation, medical benefits, life insurance, worker's unemployment compensation, or any employee benefits of any type, from BHMS or Owner.
- J. Vendor shall have no authority to commence Work at any job location until it has received written authorization in the form of a Purchase Order from BHMS. No payment shall be made on any invoice unless a copy of the Purchase Order authorizing the Work is attached and the Purchase Order number is listed on the invoice. Neither BHMS nor Property Owner shall be liable in quantum meruit, sworn account, breach of contract, or any other theory of liability as a result of any Work performed by Vendor without prior written authorization from BHMS. Vendors shall be received in the BHMS-selected E-Invoices platform after approval is met in RealPage Vendor Credentialing. All undisputed invoices will be processed a minimum of thirty (30) days after BHMS receipt of proper invoice.
- K. This Agreement: (i) and any and all matters in dispute between the Parties, whether arising from or relating to the Agreement itself, or arising from alleged extra-contractual facts prior to,



during, or subsequent to the Agreement, including, without limitation, fraud, misrepresentation, negligence, or any other alleged tort or violation of the contract, shall be governed by, construed, and enforced in accordance with the law of Iowa, regardless of the legal theory upon which such matter is asserted; (ii) represents the Parties' entire understanding regarding BHMS & Owner Vendor requirements, and supersedes any prior agreements or discussions, written or oral, regarding vendor requirements; (iii) may be modified only by written amendment signed by each of the Parties' officers or authorized designees; (iv) has been duly authorized, executed, and delivered by Vendor and is the legal, valid, and binding obligation of Vendor enforceable in accordance with its terms; and (v) is to be considered severable, and if any provision or portion of the Agreement shall be adjudged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, that provision or portion of the Order shall be deemed omitted and the remaining provisions and portions shall remain in full force and effect. The provisions of an Order that by their nature continue, including, but not limited to the warranty, confidentiality, indemnification, and allocation or liability provisions set forth in the Agreement, shall survive any expiration, cancellation, or termination of the Agreement.

By signing below, Vendor acknowledges its accord and compliance with all requirements set forth in the Agreement. Vendor's signatory represents that he or she has been duly authorized to execute this Agreement on behalf of Vendor. The Parties understand that violation of any terms of the Agreement may result in the termination of approval to perform Work for BHMS and/or Owner, such termination being at the sole discretion of BHMS and/or Owner.

CLIENT:

VENDOR:

BH Management Services, LLC

Client, as Agent for the Owner(s)

Vendor Company Name

Krystin Reuter

Name of Authorized Agent

Name of Authorized Agent

Senior Director of Strategic Sourcing

Title of Authorized Agent

Title of Authorized Agent

Signature of Authorized Agent

Signature of Authorized Agent

Date Signed

How to Enroll in RealPage Vendor Credentialing

STEP ONE

- Navigate to RealPage's Vendor Credentialing website ([LINK](#))
- Then click on *Register for Vendor Credentialing* to create an account



REALPAGE® VENDOR CREDENTIALING

The Easiest Way to Meet Compliance Requirements

Make sure your insurance documents, professional licenses, and business requirements stay current and meet client expectations with RealPage Vendor Credentialing. We'll notify you of upcoming insurance policy renewals and any changes to vendor requirements for each property management company. It's our goal to make your compliance process as uncomplicated as possible.

[Register for Vendor Credentialing](#) [Watch Video on Credential Key](#)

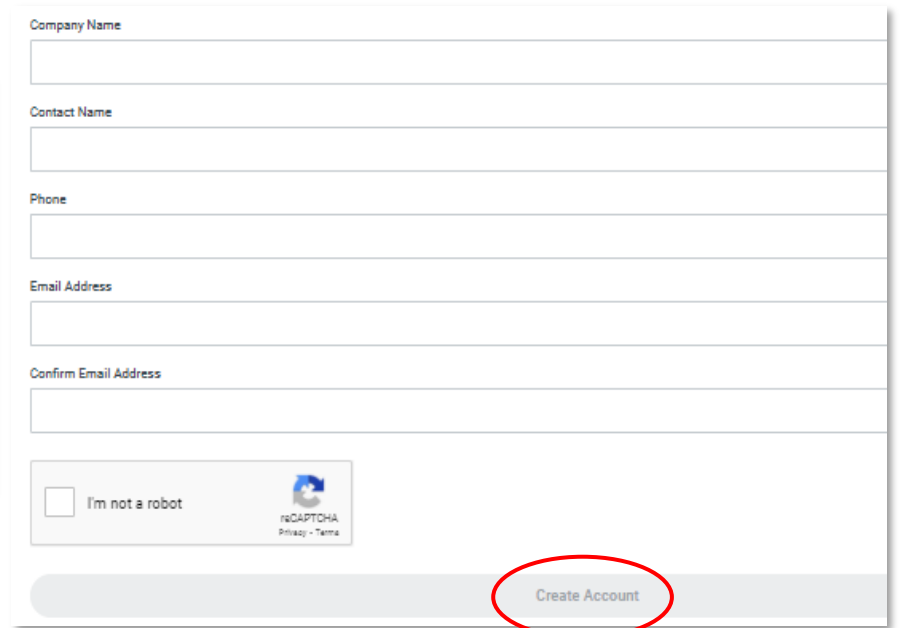
STEP TWO

- Fill in the form
- Click *Create Account* at the bottom of the form to begin registration.

Create an Account

Vendor Credentialing expedites the compliance process by enabling you to:

- ✔ Check screening status 24/7
- ✔ Finalize documents faster with eSignature
- ✔ Easily file and access critical documents from web-enabled devices
- ✔ Get alerts for each property management company's policy renewals
- ✔ Allow secure access to multiple property managers




Company Name

Contact Name

Phone

Email Address

Confirm Email Address

I'm not a robot 

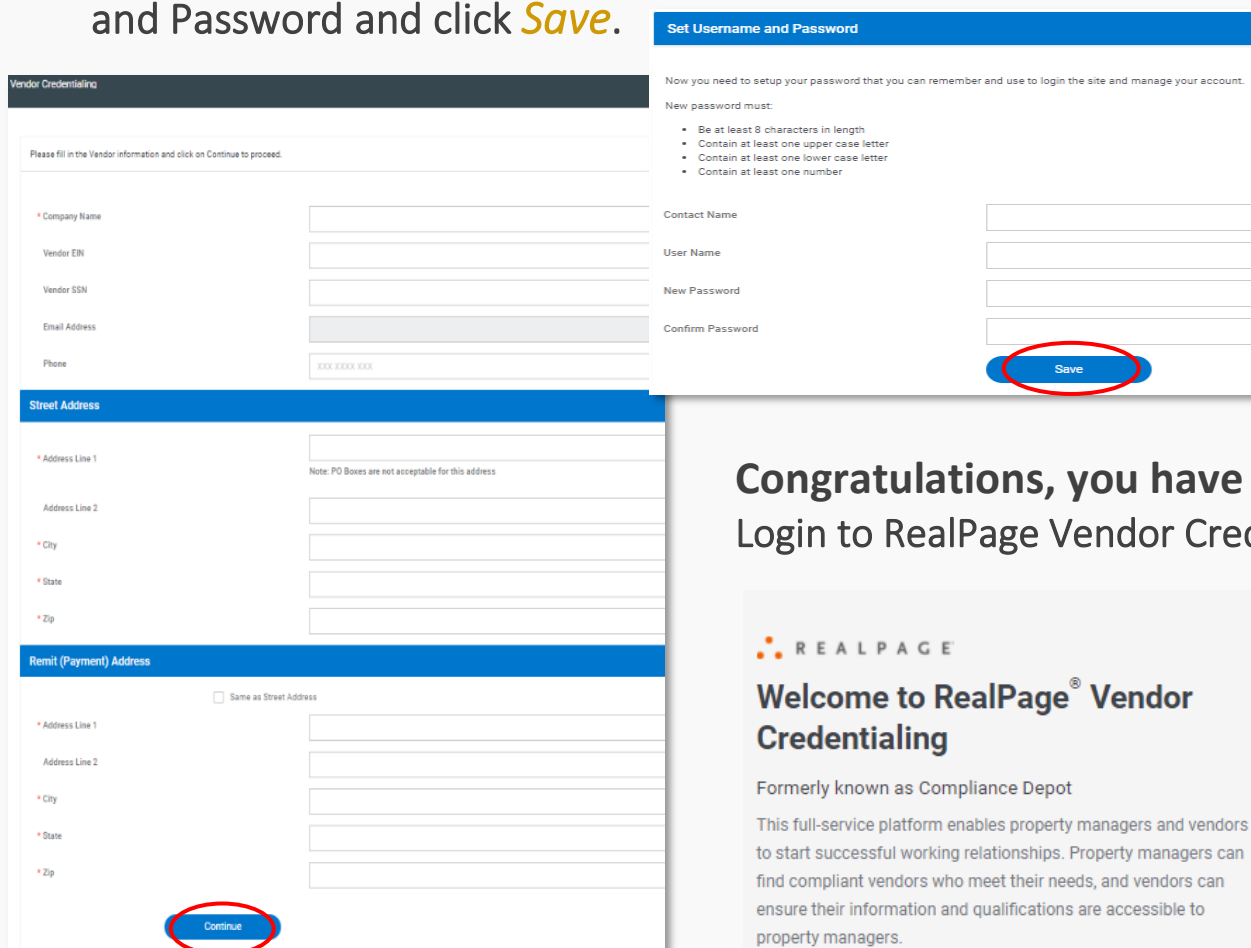
[Create Account](#)

STEP THREE

- 1 Check your inbox for the welcome email and click *Verify Your Email* to finish setting up your account.

Dear Vendor,
Welcome to Vendor Credentialing. Please click on the below link to verify your email address.
[Verify Your Email](#)
If the above link does not work, copy and paste the following into your web browser:
<https://vendorcredentialing.realpage.com/webapp/MVC/Invitation/Accept/e2db197e07804d57f3af6c3bd1368f5e?Response=Register>
Thank you,
RealPage Vendor Credentialing

- 2 Fill in the vendor information and click *Continue*. On the next screen, set your Username and Password and click *Save*.



Vendor Credentialing

Please fill in the Vendor information and click on Continue to proceed.

Company Name, Vendor EIN, Vendor SSN, Email Address, Phone

Street Address: Address Line 1, Address Line 2, City, State, Zip

Remit (Payment) Address: Same as Street Address, Address Line 1, Address Line 2, City, State, Zip

Set Username and Password

Now you need to setup your password that you can remember and use to login the site and manage your account.

New password must:

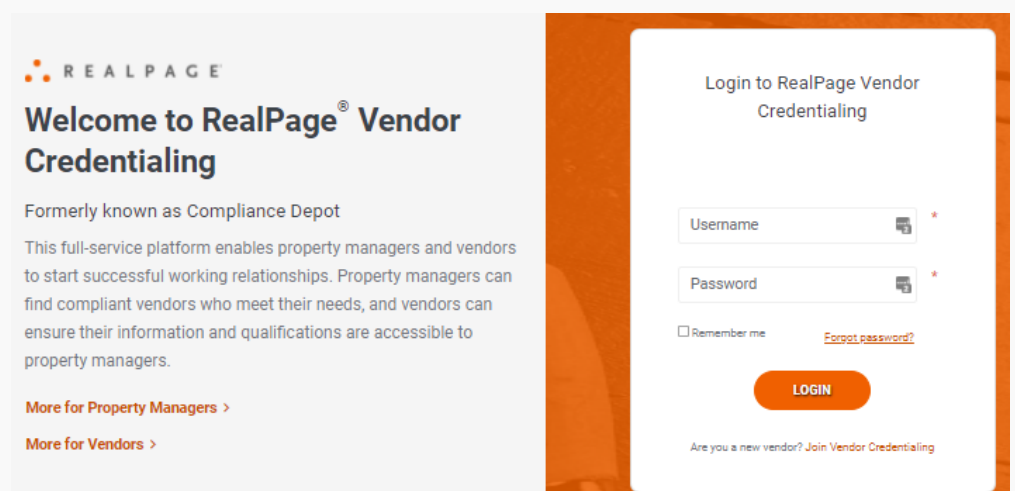
- Be at least 8 characters in length
- Contain at least one upper case letter
- Contain at least one lower case letter
- Contain at least one number

Contact Name, User Name, New Password, Confirm Password

[Save](#)

[Continue](#)

Congratulations, you have created your new account!
Login to RealPage Vendor Credentialing [Here](#)



REALPAGE

Welcome to RealPage® Vendor Credentialing

Formerly known as Compliance Depot

This full-service platform enables property managers and vendors to start successful working relationships. Property managers can find compliant vendors who meet their needs, and vendors can ensure their information and qualifications are accessible to property managers.

[More for Property Managers >](#)
[More for Vendors >](#)

Login to RealPage Vendor Credentialing

Username

Password

Remember me [Forgot Password?](#)

[LOGIN](#)

Are you a new vendor? [Join Vendor Credentialing](#)

The **BEST WAY** to get questions answered regarding your account RealPage Vendor Credentialing is to take advantage of Virtual Office Hours.

Virtual Office Hours

Who: You and insurance subject matter expert! Get assistance when you need it.

What: A scheduled and personal 1x1 phone call to discuss your account where we can answer questions and/or assist in getting you back to an approved status.

When: Meetings can be scheduled daily Monday through Friday between 1:00 PM CST and 2:00 PM CST.

Where: Meetings are conducted via a phone call with an optional Zoom meeting link if you want to see your representative's computer screen for more insight. However, screen sharing is not required.

The meeting registration link and a screen shot of the registration page are below:
<https://realpage.jiffilenow.com/external-request/vcofficehours/meeting-request?token=4a6246c9b318c019dbac>

Why:

1. Our hope is that by giving you that ability to schedule a call that best suits your needs, it will ultimately be less disruptive to your day. You will not waste time sitting on hold waiting for the next available representative in the call center.
2. The representative will have reviewed your account prior to the call so that they can make the best use of your time together. They are often able to get the account approved before the call.



Ask a Credentialing Expert

Got a specific question that you'd like to cover with a Vendor Credentialing expert? Sign-up for a 20-minute session here. We've set aside some appointment times beginning at 1 p.m. CT each Monday through Friday to provide some real-time assistance.

- 1:00 CT each Monday - Friday
- 1:20 CT each Monday - Friday
- 1:40 CT each Monday - Friday

Book a session in 3 easy steps!

1 — 2 — 3

Your Details

Email

First Name

Last Name

Title (Optional)

Phone (Optional)

My Company Name

I give consent to Jiffilenow on behalf of Realpage to use my personal details given above for the purposes of scheduling meetings and receiving calendar invites for the meetings. I understand my personal information will be used to identify me in the system, communicate with me about the meetings and generate reports on the meetings scheduled with me. I also agree to Jiffilenow's [Privacy Policy](#) and [Terms and Conditions](#).