

Enrollment Instructions

When you become a Greystar Compliant Vendor you have been approved to offer your services to **all properties owned and/or managed by Greystar Real Estate Partners across the country**. To become compliant with Greystar policies and insurance requirements, you must register with Compliance Depot and provide documentation per the attached checklist.

1. **Call Compliance Depot to enroll at 888-493-6938 x5.** You will be asked for company information and an annual enrollment fee.

Note: Your business will be categorized as an on-site or an off-site vendor based on whether your business category typically visits the property or never visits the property. On-site vendors are required to provide proof of insurance (general liability, workers comp, auto, and excess). Off-site vendors are not required to provide proof of insurance, but must still enroll and complete other requirements (provide a W-9, company information, sign a Vendor Services Agreement, and any required licenses).

2. **Email scanned documents** per checklist attached to Compliance Depot at documents@ComplianceDepot.com

Note: Do not send documents to Greystar corporate or site offices.

3. Once complete, you may check your status via the Compliance Depot website at www.ComplianceDepot.com using the user name and password that you have been provided by Compliance Depot.
4. **Begin work** for Greystar.

Notes:

- Until all requirements are met, the property staff may not hire you as a vendor.
- Beginning work before becoming an approved vendor may result in delayed payment.
- Approval as a Greystar vendor does not guarantee being hired for work; you should contact our on-site property staff to be hired as a vendor. *Approved vendors* may request a list of currently managed Greystar properties from vendors@greystar.com.

Contact information:

- vendors@greystar.com regarding Greystar policies and property contact information
- The on-site manager regarding payment of invoices
- Compliance Depot at 888-493-6938 x5 regarding approval status

Thank you for your interest in Greystar!

INSURANCE REQUIREMENTS (On Site Vendor Only)

GENERAL LIABILITY	REQUIRED LIMIT	COVERAGE	Attached
	\$1,000,000	Each Occurrence	
	\$1,000,000	General Aggregate	
	\$1,000,000	Product - Comp/Op Aggregate	
	\$1,000,000	Personal and Adv Injury	
AUTO LIABILITY	REQUIRED LIMIT	COVERAGE	
	\$1,000,000	Any Auto - Combined single limit	
EXCESS GL COVERAGE	REQUIRED LIMIT	COVERAGE	
* If 3 GL limits above marked > \$2mm, excess not required	\$1,000,000	Each Occurrence	
* If 3 GL limits above marked > \$2mm, excess not required	\$1,000,000	Aggregate	
WORKERS COMP	REQUIRED LIMIT	COVERAGE	
	\$500,000	EL Each Accident	
	\$500,000	EL Each Disease - Each Employee	
	\$500,000	EL Disease Policy Limit	
Workers' compensation insurance is required by Greystar for all vendors with one or more employees, regardless of state requirements. If you do not have any employees you may contact Compliance Depot for our Workers' Compensation Exemption Form. Please note that should you hire one or more employees in the future you will be required to provide proof of workers' compensation insurance			
Additional Insured language is included as follows: Greystar and all owner entities and managed properties are additional insured on the General Liability policy.			
Certificate Holder box must list: Greystar C/O Compliance Depot 1800 Preston Park Blvd., Ste 220, Plano, Texas 75093			

ADDITIONAL ITEMS (All Vendors)

W-9 Form - Signed and Dated	
Vendor Agreement - Signed and Dated	
Applicable licenses must be submitted. For example, an electrician must submit an electrical license.	

Please print clearly

Vendor Name

Date

Compliance Depot ID:

Fax to 214-291-8910 or scan to documents@compliancepot.com

