

## Vendor Application Packet

### Introduction

EJF Real Estate Services is committed to promptly paying you for your services. Our goal is pay all vendors in within 15 days of the receipt of a proper invoice. To accomplish this goal, vendors should carefully read and follow the below instructions. Registration is a TWO STEP process. We think this process should take about 30 minutes to complete.

### STEP 1 – Register with Vive

We use Vive to manage vendor documentation. We know you hate paperwork—so do we, but it is a necessary evil. This is for your protection as well as the protection of our mutual clients. Go to [ejfrealestate.com/vendor-services](http://ejfrealestate.com/vendor-services) and follow the instructions. You will be required to provide a current business license, W-9, and current insurance certificate of insurance (COI). Have those documents ready!

Once you are registered, you will be asked each year to update the documents so that you remain current with EJF. Registration also means all portfolio managers can see your company and solicit RFP's directly from you. Vive does charge a small fee administrative fee.

### STEP 2 Sign up for ACH!

We want to pay you fast! Cash flow is important! We strongly urge vendors sign up for ACH (direct deposit) for invoice payments. Complete the direct deposit form included in this packet. Once enrolled, all payments will be deposited into your designated account, and we send you an email notifying you that payment has been made.

If you choose to be paid by check, the second step is not needed. Please note, we cannot take any responsibility for USPS delivery times!

## **Invoice Submission and Payment Options**

We have multiple options for submitting invoices.

### ***Fastest Method:***

Email Invoices in pdf format to [payables@ejfrealestate.com](mailto:payables@ejfrealestate.com) and sign up for ACH payment  
(Takes 3-10 workdays to process and pay)

### ***Fast Method:***

Email Invoices in pdf format to [payables@ejfrealestate.com](mailto:payables@ejfrealestate.com) with payment by check  
(Takes 11 to 14 workdays to process and pay)

### ***Slow method:***

Mail invoices and payment by check; mail invoices to  
“Name of Association”  
c/o EJF Real Estate  
1612 Military Cutoff Road  
Suite #303  
Wilmington, NC 28403  
(Takes 15 to 30 workdays process and pay—depending on USPS service)

## **Invoice Format**

Friendly reminder – DETAILS MATTER! Send your invoice in the correct format or your payments may be delayed:

1. The invoice must be billed to the property name. The contract is not with EJF, but rather the property.
2. The property name (not just address but unit # if applicable) where the work occurred must be indicated on the invoice
3. Each invoice must have a unique number.
4. Clearly indicate the total amount due for this invoice (do not include prior invoices).
5. Email the invoice as an attachment in **PDF format (a link will not work in our system)**.
6. Submit multiple invoices in one email but EACH invoice must be a separate pdf document.

### **Contact Information**

If you have any questions, comments, or concerns related to our invoice and payment processing procedures, please contact EJF Real Estate Services at [ap@ejfrealestate.com](mailto:ap@ejfrealestate.com) or call 202-601-9354.

**Insurance Requirements:**

Vendors and contractors working for the association must maintain certain minimum amounts of insurance. These requirements vary, depending on the type and hazard of work being performed, as well as other factors specific to some operations. As a guideline, the minimum insurance requirements are shown below:

| Type of Insurance:                        | Minimum Limits:  | Required for:  |
|---|--|--|
| Commercial General Liability              | \$1 Million each occurrence, \$2 Million Aggregate.  | All Non-Institutional Vendors  |
| Automobile Liability (owned & not owned.) | \$1 Million each occurrence (or 300k each occurrence plus a 1 Million the Umbrella policy) | All Vendors who use automobiles on client property   |
| Workers' Compensation                     | Statutory Limits   | Required by law for all vendors with 3 or more employees   |
| Professional Liability                    | \$1,000,000 per claim  | All professional services including, but not limited to, architects, engineers, consultants, and testing services. |

Coverage and limits are to be considered as minimum requirements and in no way limits the liability of the Contractor. The above guideline of limits is merely illustrative and may not include all insurance requirements for vendors providing specialized services. **A certificate of insurance with the coverage as cited above and listing EJF Real Estate Services as the certificate holder, must be submitted to EJF before work begins by the Contractor for the association.** Coverage represented on the certificates of insurance must show policy numbers, effective dates and limits. All policies shall evidence insurance written by a carrier licensed in the District of Columbia and rated at least "A" in A.M. Best's Key Rating Guide. **Renewal certificates of insurance shall be provided annually.**

### Vendor ACH Payee Authorization Form

Important! Please read and sign before completing and submitting.

I hereby authorize EJF Real Estate Services to deposit any amounts owed me as instructed by the Association for 1099 Contract work by initiating credit entries to my accounts at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by EJF to my accounts. If EJF deposits funds erroneously into my account, I authorize EJF Real Estate Services to debit my account for an amount not to exceed the original amount of the erroneous credit account. I further authorize EJF to debit my account in the event my customer (Association) does not provide funds to cover credits initiated by EJF.

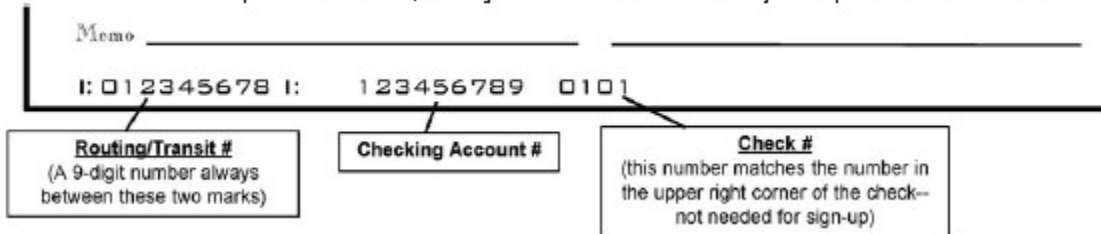
I also understand that to receive notifications and electronic payment remittance, I must have a valid email address on file with EJF.

This authorization is to remain in full force and effect until EJF and/or the Bank have received written notice from me of its termination in such time and in such manner as to afford EJF and Bank reasonable opportunity to act on it.

(Type or print legibly)

|   |                         |
|---|-------------------------|
| Vendor/Company Name:                                | Social Security/Tax ID: |
| Vendor/Company Email Address for Remittance Advice: |                         |
| Vendor/Company Authorized Signature:                | Date:                   |

Below is a sample check MICR line, detailing where the information necessary to complete the form can be found.



### Attach a voided check for each checking account - not a "Deposit Slip".

NOTICE: Should you change your banking relationship or close this account, we must be notified immediately to avoid delays in payment due to returned ACH Deposits.