

Vendor Set-Up Information



Thank you for your interest in becoming a vendor for our community. In order for us to proceed with services, you will need to be certified through ComplianceDepot. ComplianceDepot is a 3rd party provider responsible for administering **Provence Real Estate's** Vendor Compliance Program.

ComplianceDepot will gather insurance documents, a W-9, vendor agreement, and any other applicable information **Provence Real Estate** needs in order to designate you as an approved vendor on our company vendor list. You may obtain a sample insurance certificate that you may share with your insurance provider, a blank W-9, and our vendor agreement directly from ComplianceDepot.

You can contact ComplianceDepot at **(888) 493-6938**. Please select option 5 to initiate your enrollment process. If you need to check the status on your account you will need to select option 6. You can also visit their website at **www.compliancedepot.net**. Please be advised that there is an annual fee associated with the enrollment process. They have customer representatives available Monday through Friday from 7:30 to 6:30 Central time to assist you or your insurance agent with any questions.

All documents may be submitted to ComplianceDepot via e-mail at **documents@compliancedepot.net** or via fax at (214) 291-8910. Please include a cover sheet with the name of your company and reference that the documents are for **Provence Real Estate** compliance.

We look forward to working with you in the future!

Provence Real Estate, LLC