Thank you for your interest in doing business with Greystar!

As a National Company, Greystar requires that all of our vendors enroll with Compliance Depot prior to doing business with our communities. Greystar uses Compliance Depot’s vendor accountability system to ensure our vendors abide by our organization’s reputable business practices and ethical standards before beginning a working relationship with our Communities. By using Compliance Depot, Greystar is ensuring that our clients, communities, and vendors have an overall better experience by minimizing unwanted risk.

This packet provides all the information you will need to become a compliant vendor. When you become a Greystar Compliant Vendor you are approved to solicit your services to all Communities owned and/or managed by Greystar Real Estate Partners across the country.

The categories, below, are not open to new vendors.

- Appliance sales and rental
- Flooring, paint supplies
- Brochures, signage, and marketing tools
- Maintenance supplies
- Collections services
- Office supplies
- Computer supplies
- Payroll services
- Copier sales and leasing
- Resident and employee screening services
- Data destruction
- Security services
- Filtered water
- Utility billing
- Fitness equipment
- Waste services

Below are the steps you’ll need to take to begin the enrollment process:

1) **Call Compliance Depot at 888-493-6938.** 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 not. On-site vendors are required to provide proof of insurance. Off-site vendors are not required to provide proof of insurance, but must still enroll and complete other requirements.

2) **Fax, e-mail or upload documents** per the included checklist to Compliance Depot at 877-665-8910 or documents@ComplianceDepot.com. You may upload your documents directly into the Compliance Depot system using the username and password you have been provided.

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

3) Once enrollment is complete, you may check your status via the Compliance Depot website at www.ComplianceDepot.com using the same user name and password that you have been provided by Compliance Depot.

4) **Begin work** for Greystar (please see additional notes on the following page).
ADDITIONAL INFORMATION

- Compliant vendors are those who have reached an “Approved” status in Compliance Depot.

- Until all compliance requirements are met, the property staff may not hire you as a vendor.

- Beginning work before reaching an “Approved” status may result in delayed payment.

- Being a compliant vendor allows you to solicit your services to Greystar-managed Communities. It does not guarantee being hired for work, or that you’ll be added to Greystar’s preferred vendors list. You should contact our on-site property staff to be hired as a vendor. Compliant vendors, those with an “Approved” status, may request a list of currently managed Greystar Communities from vendors@greystar.com.

- Please note that it is your responsibility to keep your documents updated with Compliance Depot and to renew your enrollment each year.

- Many of Greystar’s Communities utilize OpsTechnology for vendor invoice processing. It is recommended that all vendors wishing to do business with Greystar communities become an online invoicing vendor in OpsTechnology. For information on how to register with OpsTechnology, please visit https://merchant.opstechnology.com/registration.

QUESTIONS

- Please refer to the FAQ’s section on page 7-8 of this packet. Also, please see the Compliance Depot “What’s New. What’s Coming.” flyer on the last page of this packet.

- Contact Compliance Depot’s Customer Service Department at 888-493-6938 for general compliance and insurance questions. You may also submit your question via e-mail to customerservice@compliancedepot.com.

- E-mail vendors@greystar.com regarding Greystar policies and property contact information.

- All invoice payment status questions should be directed to the on-site manager. In order to ensure prompt payment, please be sure to do the following:
  - Make sure that the payment remittance address listed on your invoices matches the address provided to Compliance Depot during enrollment. Be sure to log-in to your Compliance Depot account immediately to update any remittance address changes.
  - Use the full property name on each invoice when submitting them to our Communities for payment.
New Vendor Packet

VENDOR CHECKLIST AND COVER SHEET

To become compliant with Greystar policies and insurance requirements, you must provide all documentation per the below checklist. Please use this page as your fax or scan cover sheet.

Fax all documentation to 877-665-8910 or e-mail to documents@compliancedepot.com

INSURANCE REQUIREMENTS (On-Site Vendors Only)

<table>
<thead>
<tr>
<th>GENERAL LIABILITY</th>
<th>REQUIRED LIMIT</th>
<th>COVERAGE</th>
<th>Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,000,000</td>
<td>Each Occurrence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,000,000</td>
<td>General Aggregate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,000,000</td>
<td>Product - Comp/Op Aggregate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,000,000</td>
<td>Personal and Adv Injury</td>
<td></td>
</tr>
<tr>
<td>AUTO LIABILITY</td>
<td>REQUIRED LIMIT</td>
<td>COVERAGE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,000,000</td>
<td>Any Auto - Combined single limit</td>
<td></td>
</tr>
<tr>
<td>EXCESS GL COVERAGE</td>
<td>REQUIRED LIMIT</td>
<td>COVERAGE</td>
<td></td>
</tr>
<tr>
<td>* If 3 GL limits above marked &gt; $2M, excess not required</td>
<td>$1,000,000</td>
<td>Each Occurrence</td>
<td></td>
</tr>
<tr>
<td>* If 3 GL limits above marked &gt; $2M, excess not required</td>
<td>$1,000,000</td>
<td>Aggregate</td>
<td></td>
</tr>
<tr>
<td>WORKERS COMP</td>
<td>REQUIRED LIMIT</td>
<td>COVERAGE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$500,000</td>
<td>EL Each Accident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$500,000</td>
<td>EL Each Disease - Each Employee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$500,000</td>
<td>EL Disease Policy Limit</td>
<td></td>
</tr>
</tbody>
</table>

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.

A General Liability Additional Insured Endorsement must be attached and reflect the following:
Greystar Real Estate Partners, LLC and the ownership entities of their owned or managed properties are included as an additional insured on the general liability policy.

Certificate Holder box must list:
Greystar Real Estate Partners, LLC, C/O Compliance Depot, LLC, P.O. Box 115006, Carrollton, TX 75011

ADDITIONAL ITEMS (All Vendors)

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

PLEASE PRINT CLEARLY

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Compliance Depot ID</th>
<th>Date</th>
</tr>
</thead>
</table>
VENDOR SERVICES AGREEMENT

agrees to provide goods and/or services for Greystar and/or Communities managed by

Greystar, as Agent for the clients under management contract. As a Vendor providing goods and/or services to Owner, I/we agree that Greystar is the property manager on behalf of Owner, and accordingly Greystar shall have no liability for obligations of the property or owner. I/we agree to the following terms:

Vendor Requirements. As a vendor providing any type of good and/or service to a Greystar apartment community, corporate, or regional office, I must have a W-9 and any applicable professional licenses on file with Compliance Depot. If I am providing any type of good and/or service which requires my company to send a representative to the community or office, I must also have a current certificate(s) of insurance on file with Compliance Depot; the amounts of coverage are detailed on the Vendor Checklist I have been provided. The certificate(s) of insurance must be accompanied by an additional insured endorsement for the general liability policy which includes Greystar Real Estate Partners, LLC and the ownership entities of their owned or managed Communities as an additional insured. Any applicable excess/umbrella policy is to be issued on a follows form basis. All coverage shall be primary and non-contributory. In addition a waiver of subrogation shall apply in favor of the aforementioned parties on all policies as permitted by law. The certificate(s) of insurance must remain current and any lapse in coverage will result in the termination of future purchases of goods and services. Annual renewal with Compliance Depot is a requirement of continuing as a Greystar approved vendor.

Background Screening of Workers. Vendor agrees to exercise due diligence in not placing any employees, laborers, or subcontractors to perform work within property boundaries and inside dwelling units who may have a history of criminal convictions or deferred-adjudication or pose a potential threat or risk of injury to residents and others. Unacceptable criminal history might include, but is not limited to, such crimes as rape, molestation, sexual assault, indecent exposure, indecency with a child, murder or kidnapping. Vendor also agrees to comply with Immigration and Customs Enforcement (ICE) regulations. I understand that it is my duty to use responsible hiring practices and acknowledge Greystar’s policy regarding the background screening of my labor force.

Fair Housing Policy. It is the policy of Greystar to treat all residents, prospective residents and their guests in a fair, professional manner without regard to race, color, religion, sex, familial status, handicap or national origin, and in accordance with all jurisdictional guidelines. As a contractor/vendor to Greystar, I agree that I will treat all Greystar staff, residents, prospective residents and their guests in a fair, professional manner without regard to race, color, religion, sex, familial status, handicap or national origin and in accordance with all jurisdictional guidelines. In addition, I accept the responsibility to train my employees to treat all Greystar staff, residents, prospective residents and their guests in a fair, professional manner without regard to race, color, religion, sex, familial status, handicap or national origin. I understand that failure to adhere to Greystar’s Fair Housing Policy and the Fair Housing Laws will result in the termination of my relationship with Greystar. My signature below indicates my understanding of Greystar’s Fair Housing Policy and my commitment to comply with that policy.

Workers Compensation Requirements. I understand that Greystar requires workers compensation coverage for all vendors regardless of state regulations, except for vendors who are sole proprietors with zero employees. Vendors categorized as off-site are not required to provide proof of workers compensation insurance.

Employees, agents or sub-contractors of the vendor agree to conduct themselves in a professional and ethical manner in all dealings with Greystar, its agents and employees.

Vendor agrees to indemnify and hold harmless Greystar Real Estate Partners, LLC and the ownership entities of their owned or managed Communities from and against any and all claims, damages, expenses, and losses of any kind, including but not limited to defense costs and attorney’s fees, arising out of, relating to, or resulting from performance of work at property(s) by Vendor, its employees or agents, the presence of Vendor, its employees or agents on the property(s), or any injury to agents or employees of Vendor arising out of or in the course of their work on the property.

My signature indicates acknowledgement of receipt and agreement with the above terms. Violation of any terms of this agreement will result in the termination of approval to perform work for Greystar, its agents or employees.

Signature of Agent Date Print Name/Title

Vendor Name and Address

A signed copy of this agreement must be faxed to 877-665-8910 or e-mailed to documents@compliedepot.com.
# SAMPLE INSURANCE CERTIFICATE

## CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

**Important:** If the certificate holder is an additional insured, the policy(ies) must be endorsed. If subrogation is waived, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder as insuror of such endorsement(s).

### Insureds

- Insurer A: Insurer must have a rating of B+ or higher

### Coverages

<table>
<thead>
<tr>
<th>Coverage Type</th>
<th>Description</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Liability</td>
<td>Commercial, General Liability</td>
<td>$1,000,000</td>
</tr>
<tr>
<td></td>
<td>Claims-Made</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Occur</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aggregate Limit Applies</td>
<td>Project, Opens, LOC</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>Any Auto</td>
<td>$1,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Umbrella Liability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excess Liability</td>
<td></td>
</tr>
<tr>
<td>Workers' Compensation and Employers' Liability</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Description of Operations / Locations / Vehicles**

Attach ACORD 101: Additional Endorsements, if more space is required

**Certificate Holder**

Greystar Real Estate Partners, LLC
C/O Compliance Dept, LLC
P.O. Box 115006
Carrollton, TX 75011
Fax: (877) 695-6291
Email: documents@compliancedept.com

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New Vendor Packet

SAMPLE ADDITIONAL INSURED ENDORSEMENT

POLICY NUMBER: COMMERCIAL GENERAL LIABILITY

CG 20 10 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<table>
<thead>
<tr>
<th>Name Of Additional Insured Person(s) Or Organization(s):</th>
<th>Location(s) Of Covered Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>GREYSTAR REAL ESTATE PARTNERS, LLC AND THE OWNERSHIP ENTITIES OF THEIR OWNED OR MANAGED PROPERTIES</td>
<td>Any site where work is performed by the named insured or on behalf of the named insured in the state of Maryland</td>
</tr>
</tbody>
</table>

**SAMPLE**

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **Section II – Who is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily injury”, "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions;
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.
FAQ’s

Below are the answers to some of the most frequently-asked questions by Greystar vendors. If the answer to your question is not located below, please refer to the contact information listed below the enrollment instructions at the bottom of page one in this packet.

Q: Why do I have to pay an enrollment fee to Compliance Depot?
A: The Compliance Depot enrollment fee covers the processing & handling of your documents, the storage of your documents, and the notification service for when a document is about to expire. The fee is reduced for off-site vendors since no insurance documents are required.

Q: I am an off-site vendor. Why do I need to enroll with Compliance Depot?
A: Compliance Depot will review each vendor’s category and designate them as an “off-site” vendor as appropriate. Off-site vendors are not required to provide insurance information or certificates; however, you will still be required to sign the Greystar Vendor Services Agreement, provide a W-9, and your licensing information (if applicable). Requiring this information limits liability for Greystar and our clients. Also, since many Greystar clients require vendor compliance with the Patriot Act, Compliance Depot performs the screenings involved with this process for our off-site vendors. The annual fee is reduced for off-site vendors because Compliance Depot will not need to track your insurance documents.

Q: I am a Locator. Why do I need to enroll with Compliance Depot?
A: In nearly every state, someone who is paid to find real estate (for lease or sale) for another party is required to have a real estate license. To be sure that our communities are using licensed real estate salespeople, through their licensed brokers, and not individuals who are just making referrals; we count on Compliance Depot to maintain this information. As a Locator, you will be required to sign the Greystar Vendor Services Agreement, provide a W-9, and your licensing information. Requiring this information limits liability for Greystar and our clients. Also, since many Greystar clients require vendor compliance with the Patriot Act, Compliance Depot performs the screenings involved with this process for our Locator vendors. The annual fee is reduced because Compliance Depot will not need to track your insurance documents.

Q: I have already enrolled with Compliance Depot and am an approved vendor for a different client. Why do I need to enroll for Greystar as well?
A: Since each company has different requirements, you will need to complete the enrollment process for Greystar to ensure that your company meets our specific requirements. Remember, when you become a Greystar Compliant Vendor you have been approved to solicit your services to all Communities owned and/or managed by Greystar Real Estate Partners across the country. Once approved, you may request a list of currently managed Greystar Communities from vendors@greystar.com.
Q: I was “Approved” but now I am “Incomplete.” Why?
A: This may have occurred for any one of the following reasons:
  • Your insurance policy may have expired.
  • An audit of your account by the Compliance Depot Quality Assurance Department or Greystar may have reflected an item that needs additional clarification.
  • A subsequent document may have been submitted by your insurance agent that overrides the previous document.

Q: I was “Approved” but now I am “AcctLocked”. Why?
A: This occurs when your Compliance Depot account has not been renewed at its yearly expiration date. Please log-in to your account at www.ComplianceDepot.com, or call Compliance Depot at 888-493-6938, to pay your annual enrollment fee. You may also need to submit updated documents; your account home page will provide you with a list of any documents that require updating.

Q: How long does it take Compliance Depot to process documents?
A: It usually takes up to 72 hours for documents to be processed once they have been received by Compliance Depot. Please note that this process re-starts each time a new document is submitted for review.

Q: How can I assist in getting my company “Approved”?
A: Share the sample insurance certificate with your insurance agent so that they may see what is required. This will assist your agent in preparing the certificate correctly the first time. Review each of the requirements on-line or discuss them with a Compliance Depot customer service representative. In addition to your insurance certificate, other documents are required, such as the Vendor Services Agreement, W-9, and professional license. Completing these documents and returning them promptly will prevent delays. You can return documents via fax to 877-665-8910 or via e-mail to documents@compliancedepot.com. Please make sure the name of your company is clearly identified on all documents that are submitted. There are many companies that have similar names so including your 6 digit Compliance Depot ID number on your documents will also assist in preventing delays. Your 6 digit Compliance Depot ID number will be included on all correspondence that you receive from Compliance Depot. It will be located directly beneath your company name in the address portion of the correspondence.

Q: I have submitted all of my documents but I am still not “Approved”.
A: Confirm that you have submitted your annual enrollment fee to Compliance Depot. Their system will not release documents for processing if the fee has not been received. Confirm that you have a fax receipt indicating your fax was successful. You may also e-mail documents to documents@compliancedepot.com. Or, you may upload documents directly to Compliance Depot via your account. Confirm that there were no errors on your documents by reviewing your sample documents on the Compliance Depot website. The website address is www.compliancedepot.com. Your account home page will provide you with a list of any missing information or documents that require corrections. Confirm that your insurance limits meet those limits required by Greystar. The requirements are outlined on the sample insurance certificate in this packet and are also provided to on the Compliance Depot website. The Compliance Depot Customer Service representatives will also be able to provide that information if necessary.
Q: What does it mean when my “verbiage” is incorrect?
A: It is required that Greystar Real Estate Partners, LLC and the ownership entities of their owned or managed Communities, be added to your insurance policy as an additional insured by means of a General Liability Additional Insured Endorsement. The endorsement, which is an additional insurance form that shows proof that your agent added Greystar to your policy, must be attached to your policy and reflect the correct language. An example has been provided in this packet. If your policy contains no additional insured endorsement, the correct language/verbiage is not added to the endorsement, is missing some of the wording, or contains typographical errors, then Compliance Depot is not permitted to accept it. A correction will need to be made by your agent in order to meet the requirements Greystar has requested.