



How to become a FirstService Residential Vendor

Thank you for your interest in becoming a FirstService Residential East Region vendor. FirstService Residential is responsible for ensuring all vendors hired to service our client associations are continually screened for valid trade licenses against the state database, adequate and current insurance, and business background screening.

FirstService Residential East Region uses a third-party vendor verification service named Vendor Information Verification Experts, LLC (VIVE) to verify all vendors contracted to work with the associations we manage. In order to be listed as a vendor eligible to work with associations managed by FirstService Residential East Region, we require your company to become verified through the VIVE.

What's required for registration?

Corporate Information, Trade and License Information, Insurance Information, Complete a W-9 & Vendor Agreement, and pay the \$175 Annual Fee

To become a verified vendor, please go to

<https://getVIVEd.com/client/fsr-east>

Questions regarding the registration? Call VIVE

Toll Free Phone: (844) 476-8038

Vendor Benefits to Registering with VIVE



Marketing

- Increased visibility within management company
- Easily appear in search results for bid opportunities
- One registration/verification process for FirstService Residential East Region, even if multiple communities served



Equal Treatment

- Level playing field through equal requirements for all vendors
- Reduced competition from unqualified vendors
- No referral or completion fees



Simple, Fast & Secure

- Easy 15-minute registration process
- Once registered, quick verification process
- Verification good for 12 months
- Ongoing vendor support as needed



FIRSTSERVICE RESIDENTIAL		
Vendor Insurance Requirements		
General Liability	AMBest Rating	A-
	AM Best Financial Size Category	VII
	Policy Amount-Per Occurrence	\$1,000,000
	Policy Amount-Aggregate	\$2,000,000
	Completed Product Ops / Op Aggregate	\$2,000,000
	Medical Expenses	Not required
	Personal & Advertisement Injury Coverage	\$1,000,000
	Damage to Rented Premises	Not required
	Additional Insured	Required
	Additonal Insured - Ongoing Operations	Required
	Additonal Insured - Completed Operations	Requested Not Required
	Additional Insured - Primary & Non-Contributory (PNC)	Requested Not Required
	Waiver of Subrogation	Not required
Automobile Liability	AM Best Rating	A-
	AM Best Financial Size Category	VII
	Combined Single Limit	\$1,000,000
	Property Damage Limit	\$1,000,000
	Bodily Injury Per Person	\$1,000,000
	Injury Per Accident	\$1,000,000
	Additional Insured	Required
	Waiver of Subrogation	Not Required
	Non-Commercial Auto Allowed?	No
	Hired & Non-Owned Auto Coverage	Required
**Umbrella/Excess Liability Not required for registration. Recommended and may be required by the Association	AM Best Rating	A-
	AM Best Financial Size Category	VII
	Policy Amount Per Occurrence	\$1,000,000 to \$5,000,000 **
	Additional Insured	Required
	Waiver of Subrogation	Follows Form
Workers Comp	AM Best Rating	A-
	AM Financial Size Category	VII
	Each Incident Employer's Limit	\$500,000
	Disease Each Employee Minimum	\$500,000
	Disease Each Employer's Minimum	\$500,000
	Waiver of Subrogation	Not Required
	Proprietor/Partner/Executive/Officer/Member	Exclusions Allowed
	Workforce Commission	Market Dependent
Professional Liability	Policy Amount-Per Occurrence	\$1,000,000
	Policy Amount-Aggregate	\$1,000,000
Miscellaneous	License Requirements	Must Submit if required per State