



VENDOR INFORMATION FORM



MYM Solutions Inc., DBA Rent Solutions, is the company that manages the administrative and financial operations of the portfolio that contracted your services and is responsible for processing all invoices and payments for the portfolio. Rent Solutions is committed to promptly paying you for your services provided to the portfolio— and in order to do so – we have provided the following invoice and payment processing instructions.

We look forward to building a positive working relationship with your company for the benefit of the portfolio.

Required Documents

IRS Form W-9

Rent Solutions requires a completed IRS Form W-9 to be on file for all vendors. Please submit a completed W-9 if this is the first time you are providing services to Rent Solutions. Upon completion of the W-9 and other forms, please scan and email the attachment to accounting@rentsolutions.com.

Certificate of Insurance

Rent Solutions requires an up to date General Liability Insurance to be on file for all vendors. Please ensure that you have submitted an up to date Certificate of Insurance to avoid payment-processing delays. Please refer any questions regarding insurance requirements to the Property Manager that procured your services.

Account Name and Billing Address

The client name and billing address should be styled as follows:

MYM Solutions Inc., DBA Rent Solutions
5401 W Kennedy Blvd., Suite 1030
Tampa, FL 33609

Invoice Information Requirements

Please include the following information on your invoice: • Invoice Number • Invoice Date • Remittance Address • Work Order Number (if applicable) • Service date(s) • Description of Service(s) Provided • Contact information (address, phone number, and e-mail address) ALONG WITH BEFORE & AFTER PHOTOS

Invoice Submission Procedures

Invoices may be submitted by one of two methods: 1. E-mailed as pdf or word document to accounting@rentsolutions.com 2. Mailed to Rent Solutions, ATTN: Accounting, 5401 W. Kennedy Blvd., Suite 1030, Tampa, FL 33609

Submission guidelines

- Please only submit your invoice once
- If you e-mail your invoices please submit each invoice as separate attachment
- If you fax your invoices please fax each invoice separately
- Submitting invoices to the local Rent Solutions office or without photos will delay processing
- Please do not submit a statement after submission of the invoice

Rent Solutions has entered into an agreement with Appfolio to implement an electronic invoice and bill payment process, which will be facilitated on our behalf by Appfolio. This process will make our bill payment process more efficient and is consistent with our efforts to act in a more environmentally sensitive manner.

When included in the Service Agreement between Appfolio and **Rent Solutions** for ACH Services, Appfolio shall have the authority to undertake the following actions:

- Request and receive electronic (PDF) invoices rather than paper invoices.
- Request information on your Accounts Receivables process, payment delivery preferences, and facilitate the payment delivery preference; i.e. the ability to accept an electronic payment with proper payment information on behalf of **Rent Solutions** or through a paper check.
- When applicable, authorize modifications to **Rent Solutions** "Bill To" address.
- For paper invoice submission, authorize change of billing address
- For electronic invoice submission, authorize correct email address for receipt.

These changes or modifications will be limited to those that do NOT require any expenditures to **Rent Solutions** or affect **Rent Solutions** level of service.

Rent Solutions processes invoices every day and pays once a week in an effort to process payments as quickly as possible. **Rent Solutions** utilizes a proprietary automated work flow system to process invoices for payment and has processes and controls in place to safeguard the association's assets and maintain an appropriate audit trail. These processes entail each and every vendor invoice going through multiple steps and approvals prior to disbursement. This length of the process can vary for each invoice depending upon numerous factors including ensuring that the vendor provided all necessary and correct information and their product / service was satisfactory. It will generally take up to 30 days for a vendor to receive payment after receipt of an invoice, including mail time, unless there are issues with the product, service, vendor, or cash position of the subject property.

Payment Options

In addition to traditional paper checks MYM Solutions Inc offers free direct deposit to all its vendors. Should you choose the direct deposit option for payment of your services, you must complete the direct deposit form included in this packet. Remember to submit a voided check for the bank account you wish payments to be deposited into. A valid email address and voided check from a valid bank account are required to utilize this service. Through our agreement with Appfolio the following payment options are also available:

- Appfolio Direct – Enhanced ACH
- Traditional Check by U.S. Mail

Please note: Checks will not be cut if proper insurance coverage is not in place and current at the time work is performed and checks are processed. Your company will receive a yearly 1099 Per our accounts payable policy, please submit a completed IRS Form W-9 with this document.

Disclaimer of Liability (REQUIRED FORM)

In consideration of the acceptance of your bid and/or proposal for furnishing supplies, goods, and/or services to properties managed by, MYM Solutions Inc., Limited., hereinafter referred to as MYM, you agree as set forth herein. This is not an exclusive right to furnish supplies, goods and/or service to our properties. As part of the business arrangement between MYM and your firm, you understand and agree that MYM manages these various properties as an agent of the owner. The names of any and all owners are available to you upon request at the office of MYM in the event of nonpayment by a community or property. In such agent capacity, you acknowledge that MYM its officers, agents and employees have no responsibility whatsoever for payment of the supplies, goods, and/or services which you provide. The responsibility for payment rests with the owner of each of the various owners or commercial properties. By signing your name below, you also agree to bill each property separately. MYM represents that it has the authority to bind the Property responsible for payment of services provided and MYM has no reason to believe that the person or entity on whose behalf services are requested is unable to pay for the services.

That all services, materials and employees used by the undersigned will comply with all applicable federal, state, and local laws and regulations, including by way of illustration and not limitation, the American with Disabilities Act ("ADA"). That the undersigned will also indemnify, defend and hold harmless (including the payment of attorney's fees and cost) MYM, its affiliates, the property involved, the owner(s) of the property, and their respective employees, officers, and agents, should any action be initiated by any governmental or other regulatory agent for any alleged violation of such laws and regulations. That the undersigned shall at its sole expense secure and maintain in force at all times a policy of insurance in compliance with the laws of state. The undersigned shall furnish MYM with a certificate of such insurance policy. Nothing contained herein shall alter the relationship of the undersigned to MYM, nor have the effect of creating an employer-employee relationship between MYM and any such employee of the undersigned. The undersigned also shall be responsible for the employment control or conduct of its employees and any compensable injury of such employees in the course of their employment or otherwise.

Furthermore, and in view of the foregoing, you agree to look to the credit worthiness of each individual property. More specifically, this means that if one or more properties become delinquent in their payments to you, you agree not to stop selling supplies, goods, and/or services to the other properties managed by MYM which are current in their payments to you. For any property that does become forty-five (45) days or more past due, you may terminate the furnishing of supplies, goods and/or services to that property. This will in no way, however, cause you to terminate furnishing supplies, goods, and/or services to those other properties managed by MYM which are not more than forty-five (45) days past due.

The Contractor (Firm) agrees to indemnify and hold the Portfolio and MYM harmless from all claims, demands, and suits for injuries suffered by the Contractor and/or Contractor's officers, agents, employees, sub-contractors, or by any employee of a sub-contractor of the Contractor while working for the Association or on a property owned or managed by MYM. CONTRACTOR (FIRM) IS NOT ENTITLED TO WORKERS' COMPENSATION BENEFITS OR UNEMPLOYMENT INSURANCE BENEFITS UNLESS SUCH COMPENSATION COVERAGE IS PROVIDED BY THE CONTRACTOR OR SOME ENTITY OTHER THAN CPM OR THE ASSOCIATION, AND THE CONTRACTOR IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONIES EARNED PURSUANT TO THIS AGREEMENT.

Notwithstanding the provisions of this Vendor Agreement, if either party sues to enforce the provisions of this document, the prevailing party shall be entitled to reasonable attorney's fees and costs associated with the litigation.

If the foregoing meets with your agreement and approval, please so indicate by completing the following and signing in the space provided below.

Read and Agreed: Dated this _____ day of _____, 20_____

Vendor Name _____

Federal Tax I.D. _____ or Social Security # _____

Authorized Signature _____



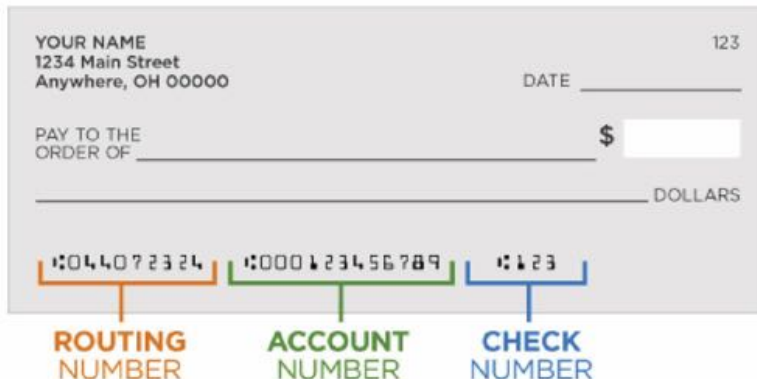
AUTHORIZATION AGREEMENT FOR DIRECT CREDITS (ACH CREDITS)

Company: Rent Solutions Property Management

Owner(s): _____

Property Address: _____

I authorize Rent Solutions Property Management ("RS") to initiate direct deposits to my (____) Checking (____) Savings account at the bank named below. I also authorize RS to make withdrawals in the event that a credit entry is made in error. Further, I agree to not hold RS responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my bank, or due to an error on the part of my bank in depositing funds to my account. This Authorization will remain in effect until RS receives written notice of cancellation by me or my bank (in such time and in such manner that RS has sufficient and reasonable opportunity to act on it) or until I submit an updated authorization form updating my current bank information. RS may revoke this authorization at any time. This authorization will automatically terminate 45 days after the expiration of the property management agreement (including any extension) ends.



YOUR NAME
1234 Main Street
Anywhere, OH 00000

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

044072324 000123456789 123

ROUTING NUMBER **ACCOUNT NUMBER** **CHECK NUMBER**

Bank Name _____

Routing Number: _____

Account Number: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.