



## HOW TO BECOME AN SBB COMMUNITY MANAGEMENT APPROVED VENDOR

Thank you for your interest in becoming a SBB Community Management vendor. SBB Community Management is responsible for ensuring all vendors hired to service our properties are continually screened for valid trade licenses against the state database, adequate and current insurance, and business background screening.

SBB Community Management uses a third-party vendor compliance service named Vendor Information Verification Experts, LLC (VIVE) that is responsible for verifying all our vendors. In order to be added as an approved SBB Community Management vendor, we required that you become VIVE certified.

### Why VIVE?

**Marketing:** Vendors can increase their exposure to both existing clients and new ones. Approval is valid for 12 months and allows vendors to perform work for SBB's entire portfolio of clients.

**Equal Treatment:** VIVE requires all vendors to complete a risk management evaluation in order to perform work. There are no referral fees or completion fees, and VIVE does not collect fees for bidding on jobs or when being paid for work obtained through the VIVE system.

**Simple, Fast, Secure Process:** Vendors are offered the easiest registration process in the market. A Compliance Specialist will review all compliance findings to ensure a personal and efficient approval process.

### How to register?

Visit [www.sbbmanagement.com](http://www.sbbmanagement.com), click on "Our Partners" at top right of the page, scroll down to "Click here" to register link to begin registration. For questions while utilizing the VIVE website, use the live chat support at [www.getvived.com](http://www.getvived.com) or toll free 844.476.8038.

### What is required?

Basic corporate information, Trade & License Information, Insurance Contact, complete a W9 & Vendor Agreement, pay nominal fee.

Please ensure that your insurance agent responds promptly to requests for insurance certificates. Failure to provide evidence of adequate coverage will result in your firm being suspended from future work opportunities.

To avoid payment delays, all vendors must remain qualified to receive work request without interruption, please complete your registration with VIVE.

We look forward to building a business relationship with you!

Kindest Regards,  
Team SBB