



www.alliantproperty.com

Dear Vendor:

Alliant Property Management has been selected by your association to provide management services.

In order to allow for a smooth transition to the Alliant Accounts Payable Department, and ensure invoices are processed and paid in a timely manner, guidelines for invoice submission have been provided on the following page.

In addition, although you may have had an established history with your current association as a vendor, it is quite possible that you are beginning a relationship with Alliant.

We look forward to this relationship with you, and would like to make sure all necessary documentation has been collected and placed on file for you.

Please, at your earliest convenience, complete the Vendor Document Request, and submit as a PDF attachment to:

AP@Alliantproperty.com

Please note that all documentation required in the Vendor Document Request must be submitted before invoices can be processed and paid.

It is with the sincerest pleasure that you are welcomed to Alliant Property Management.

Alliant Property Management Accounts Payable Department
(239) 454-1101



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To Whom It May Concern:

Alliant Property Management utilizes Strongroom to process accounts payable invoices. Please follow the instructions below to forward invoices directly to Strongroom.

Only invoices will be processed. Please send quotes, estimates, etc. directly to the CAM for proper review.

All invoices must be clearly billed to the Association. Please indicate the name of the association in the "Bill to" section.

Strongroom will only accept invoices in PDF format.

The invoice must be sent as a PDF attachment only, and not be contained within a link.

Each invoice must be sent as its own PDF attachment, only one invoice per PDF.

Please send all invoices as PDF attachments to alliantinvoices@payableslockbox.com

Please note that this is an unmonitored email address, and any information contained within the body of your email will not be addressed.

If you choose to send your invoice via USPS, please use the following format:

The regular/postal mail address for invoices:

"Association Name"
Dept 567 – Alliant Property Management LLC
PO Box 4579
Houston, TX 77210-4579

If you have any questions, please feel free to contact our offices at:

239-454-1101.

Best Regards –

Alliant Property Management Accounts Payable

13831 Vector Ave
Ft. Myers, FL 33907
Office: 239-454-1101
Fax 239-454-1147

The Team Approach to Association Management
visit the Alliant web site: www.alliantproperty.com

Vendor Document Request

Thank you for your interest in doing business with your association and Alliant Property Management, LLC. As a condition to conducting business with the association and Alliant Property Management, you are required to submit the requested documents to Alliant Property Management.

Vendor agrees as follows is:

SUPPLIER	PERFORMING WORK	PROFESSIONAL
Documents needed: • W-9 Form	Documents needed: • W-9 Form • General Liability Certificate of Insurance • Worker's Comp. Certificate of Insurance <u>Certificate Holder must appear as:</u> Alliant Property Management, LLC <u>Description must include:</u> Blanket Additional Insured	Documents needed: • W-9 Form

Vendor agrees to the following:

INSURANCE REQUIREMENTS (if applicable):

- Certificates of Insurance must be on form # ACORD 25 (2016/03) or (2014/01). Any other versions of this form are invalid and will not be accepted.
- **Certificate Holder must appear as:**
Alliant Property Management, LLC (APM)
- **Description must include:**
Blanket Additional Insured
- The minimum requirement for General Liability coverage for APM and Association is \$1,000,000
- The minimum requirement for Worker's Compensation coverage for APM and Association is \$500,000.
- Association and APM as Certificate Holders must be added as additional insured on all liability policies.
- The Insurance Certificate must show subrogation waiver on behalf of Association and APM for all liability and worker's compensation policies. Please see the attached Certificate of Insurance Example for guidance.
- In the event that Vendor and Association have a written agreement that contains no insurance requirements, conflicts with the foregoing insurance language, or no written agreement exists between the Association and Vendor, the following insurance language shall control
"Vendor shall cause Association and its property manager, APM, to be included as additional insureds on a primary and non-contributory basis on all of its commercial general liability insurance policies (both primary and excess/umbrella). Vendor's insurers shall not seek contribution from the Association's insurers or its property manager's insurers. Vendor's insurers shall waive their right to subrogation against Association and its property manager and their insurers."

No Work can commence until all required documents are received and approved by APM. Please add us to your distribution list whenever your policies renew or change.

If you have any questions or are unable to comply with this request, please do not hesitate to contact me.

Sincerely,

Alliant Property Management, LLC