



## Sunrise Management Vendor FAQs

All Sunrise Management vendors must be approved by Compliance Depot in order to provide services at any of the communities we manage

**Q. How do I become a Sunrise Vendor?**

A. Through our website. Visit <http://sunrisemgmt.com/ServicePartnerSignup.aspx> from your browser and follow the directions provided on the page. Please be sure to indicate the name of the property you are interested in working with in the 'Referred by' field so we can easily identify your company.

Right now, we have a closed vendor list, which means that only vendors who are referred directly by a Sunrise community will be added to the list. If you are interested in expanding your business with us, please feel free to reach out to one or more of the communities listed on our website. A list of our communities can be found by going to <http://sunrisemgmt.com/PlacesToCallHome.aspx>

**Q. What is Compliance Depot?**

A. Compliance Depot is a third-party compliance company that helps us manage our vendor relationships in all of our regions.

**Q. Who pays for this service?**

A. Compliance Depot charges each vendor an annual fee for this service. The fee is \$95 for those select vendors who are not required to provide a certificate of insurance in connection with the services they provide. An example would be a vendor that ships all products to a site via UPS. For those vendors who will need to visit a site, a fee of \$105 will be charged by Compliance Depot to the vendor. The fee is charged annually per client and NOT per location.

**Q. What are the requirements?**

A. The requirements are located on page 2 of this document. They are also located on the Compliance Depot website and are available to existing vendors from their homepage. These requirements have been established and approved by Sunrise Management's risk management department to ensure that adequate coverage and protection are maintained. The insurance requirements can also be obtained by contacting Compliance Depot at 888.493.6938.

**Q. What is the timeline for getting onto the vendor list?**

A. If all of the required paperwork is submitted and accurate, and the fee is paid, the process can take just 48 hours. Delays may occur due to inaccuracies or incomplete paperwork.

**Q. If I have a question about this program who should I talk to?**

A. Vendor questions, issues, and concerns regarding their set up in the vendor management system including any questions relating to necessary documentation, should be directed to Compliance Depot at 888.493.6938. They have customer representatives available to assist with any questions. If Compliance Depot is unable to help, please contact Sunrise Management at 858.751.6343 or [vendors@sunrisemgmt.com](mailto:vendors@sunrisemgmt.com).

Q. **If I have a question or my insurance agent has a question about this program who should I talk to?**

A. Vendor and agent questions, issues, and concerns regarding their set up in the vendor management system, including any questions relating to necessary documentation, should be directed to Compliance Depot at 888.493.6938. They have customer representatives available to assist with any questions. If Compliance Depot is unable to help, please contact Sunrise Management at 858.751.6343 or [vendors@sunrisemgmt.com](mailto:vendors@sunrisemgmt.com).

**Vendors must meet the following requirements in order to become an approved vendor:**

General Liability Insurance

- General liability insurance with each occurrence amount of \$1,000,000 or more
- General liability insurance with a personal injury limit of \$250,000 or more
- General liability insurance with an aggregate amount of \$1,000,000 or more
- General liability insurance with product/completed ops limit of \$1,000,000 or more

Auto Liability Insurance

- Auto liability with a combined single limit of \$1,000,000 or more

*Or proof of the following split limits:*

- Auto liability with a bodily injury per person limit of \$500,000 or more
- Auto liability with a bodily injury accident limit of \$500,000 or more
- Auto liability with a property damage limit of \$500,000 or more

Workers Compensation Insurance

- Workers compensation insurance with an each accident limit of \$500,000 or more
- Workers compensation insurance with a disease each employee limit of \$500,000 or more
- Workers compensation insurance with a disease policy limit of \$500,000 or more

All policies must list Sunrise Management as well as Compliance Depot as a certificate holder and the company issuing the policy must provide a 30 day notice of cancellation.

Vendors must also provide:

Current trade license if applicable

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Signed Vendor Agreement

A criminal and background check is completed on the Principal(s) and a corporate financial status check is also completed.

Vendors are responsible to pay an annual fee of \$95.00 or \$105.00 depending on the vendor trade and are required to keep up to date insurance policies on file with Compliance Depot in order to maintain their approval status.

For questions please refer to:

Compliance Depot      Main: 888-493-6938 ext 5.

Fax: 877-665-8910