



## Welcome!

We appreciate your interest in joining the Altisource's Repair and Maintenance Vendor Network. The Network provides companies and individuals the opportunity to partner with a leading provider of mortgage, financial and technology services.

Please fill in the following information, specifying the services provided by your company, and submit it to our Vendor Management Operations (VMO) Team at [constructionvmo@altisource.com](mailto:constructionvmo@altisource.com). Once received, our VMO Team will review the information and contact you with the details for the next steps.

As part of the on-boarding process, we will send you various communications, including our Compliance Requirements, Certification Process Details, Scope of Work, Service Level Agreement, and a Master Field Vendor Agreement for execution.

All Network vendors are reviewed by Altisource Vendor Management on a regular basis. The assessment includes the use of scorecards to evaluate the overall relationship, ensuring all documentation and information is current. Depending on the results of these assessments, vendors may need to provide additional details to maintain an active status within the Network. Joining the Network includes the ongoing obligation of complying with our requirements and policies, which are subject to change.

Moving forward, we will commence review of your submitted package upon receipt of all required documentation and information. While we aim to complete this process in a quick timeframe, your assistance can help facilitate the process. Providing responses and addressing all requests in a time efficient manner will expedite the compliance phase. Please note that joining the Network provides no guarantee or commitment to any specific level of engagement. Further, any costs and expenses incurred to submit an application are your responsibility.

As a growing organization, we are excited about the possibility of you joining the Network and encourage you to gather and submit all noted information as soon as reasonably practical. We look forward to working with you.

Sincerely,

*Altisource Vendor Management*



## Company information

Please, register the following information (\*mandatory fields).

\*Company Name

\*Address

\*City, State, Zip

\*Business Phone

Website

**Under United States Government designations, is your firm any of the following?**

Small Disadvantaged Business  
Woman Owned Business  
Veteran Owned Business  
Disabled Owned Business  
HUB Zone Business  
Minority Owned Business  
Service-Disabled Veteran Owned Business  
Small Business

*\*Please provide us with a legible scan of a certificate for each designation (if applicable).*

## Personal Information

\*First Name

\*Last Name

\*Cell Phone

\*Email

## Role Definition

General Contractor

Other Services Please List

Repair and Maintenance

## Coverage Area



## Experience with repair estimate applications

Xactware

Other

XactPRM

## Acknowledgment

I, \_\_\_\_\_, certify that the information that I have provided, in this application, on behalf of \_\_\_\_\_ is true and complete to the best of my knowledge. I authorize Altisource Portfolio Solutions, S.A. and its subsidiaries and their designated agents and representatives (collectively, "ASPS") to conduct due diligence on me for retention as an independent contractor. I understand that the scope of the due diligence may include, but is not limited to, the names and dates of previous/current employment, residential address history and aliases, searches of criminal history records and sexual offender registries and license verification. I agree to hold ASPS harmless from any damages suffered by ASPS if the results of this search include information that ASPS would not know is incorrect.

Signature:

Name:

Date:

Title:

## Appendix

### Small and Diverse Business

#### **Small Disadvantaged Business**

Small Disadvantaged Business (SDB) FAR 52.219-8, 13 CFR 124 must be certified by SBA as SDB. A Small Business that has received certification as a SDB consistent with 13 CFR 124, Subpart B, and no material change in disadvantaged ownership and control has occurred since certification. (All individuals must have a net worth of less than \$750,000 excluding the equity of the business and primary residence). Certification must be verified in the SBA's CCR database via <http://www.ccr.gov/> in the Dynamic Small Business Search area.

#### **Woman Owned Business**

Woman-Owned Business (WBE) FAR 52.219-8 Self Certification (or WBENC Certified). A business concern that is at least 51% owned by one or more women, or, in the case of any publicly owned business, at least 51% of the stock is owned by one or more women. In addition, one or more women must control the management and daily business operations.

#### **Veteran-Owned Business**

Veteran-Owned Business (VOSB) FAR 52.219-9, 38 USC 101(2) Self Certification. A small business concern that is at least 51% owned by one or more veterans (as defined in 38 USC 101(2)), or, in the case of any publicly owned business, at least 51% of the stock is owned by one or more veterans. In addition, one or more veterans must control the management and daily business operations.

#### **Disabled-Owner Business**

At least 51% owned by handicapped persons who exercise the power to make policy decisions and who are actively involved in the day-to-day management of the business. A handicapped person has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

#### **HUB Zone Business**

Historically Underutilized Business Zones (HUB Zone) FAR 52.219-8, 13 CFR Part 126 must be certified by SBA as a HUB Zone Small Business. Business is located in a historically underutilized zone and at least 35% of employees reside in a HUB Zone. Certification must be verified in the SBA's CCR database via <http://www.ccr.gov/> in the Dynamic Small Business Search area.

#### **Minority Owned Business**

Minority-Owned Business (MBE) Agency Certification or NMSDC Certified. A small business concern that is at least 51% owned by one or more minorities (i.e. African-American, Asian Indian American, Asian-Pacific American, Hispanic American, Native American), or, in the case of any publicly owned business, at least 51% of the stock is owned by one or more minorities. In addition, one or more minorities must control the management and daily business operations.

#### **Service-Disabled Veteran Business**

Service Disabled Veteran Business (SDVOSB) FAR 52.219-8, USC 101(16) Self Certification. A small business concern that is at least 51% owned by one or more service disabled veterans (as defined in 38 USC 101(16)), or, in the case of any publicly owned business, at least 51% of the stock is owned by one or more service disabled veterans. In addition, the management and daily business operations must be controlled by one or more service disabled veterans. In the case of a permanent or severe disability, the spouse or caregiver of such a service-disabled veteran may control the management and daily operations.

#### **Small Business**

Small Business (SB) FAR 52.219-8, 13 CFR Part 121, 13 CFR 121.410 Self Certification. A small business does not exceed the size standard for the product or service it is providing on the subcontract (see the NAICS codes and size standard list at 13 CFR Part 121.201 via <http://sba.gov/size>).