



Welcome!

We appreciate your interest in joining the Altisource's Property Preservation and Inspection Services (PPI) 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 vmo.ppi@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

Inspections

Other Services Please List

Preservation

Coverage Area



Experience with the following GSEs and Agencies

Fannie Mae	VA
Freddie Mac	USDA
HUD / FHA	Other

Experience with the following GSEs and Agencies

- Years of Experience
- Number of Employees
- Number of Subcontractors
- Number of Clients

Experience with Aspen Grove

- Aspen Grove Registration
- Aspen Grove Aspen iRecord

Experience with mobile applications

- Pruvan
- Property
- Pres Wizard
- InspectorADE
- EZinspections
- Aspen iProperty
- Aspen iMobile
- Other

Experience with repair estimate applications

Xactware	Other
XactPRM	
RepairBASE by Bluebook	

Preservation Services Provided

* a. Securing

Lock Change / Entry Lock / Securing
Sliding Door Secure / Slider Lock
Padlock
Slide Bolt
Bracing Wood
Bracing Metal

Secure Swimming Pool
Window Lock
Strap Door
Patio Door
Dead Bolt

* b. Boarding

Security Door with hinges & padlock / hasp
Boarding Sliding Glass or Double Door
Boarding Opening
Boarding Single Car Garage Door

Boarding Double Car Garage Door
Boarding (over 112 sq. ft.)
Boarding Large Front Door
Board Pool

* c. Trash Out

Automobile Removal
Hazard Removal
Tire Disposal
Mold Removal

Jacuzzi Removal
Fence Removal
Appliances

* d. Cleaning

Initial Janitorial Services

Initial Janitorial Services Bid

* e. Removal Items

Carpet Removal

Exterior / Wooden Structure / Shed

* f. Yard Maintenance

Initial Grass Cut
Re-Cut
Snow Removal

Tree or Shrub
Dead Tree Removal
Weed Removal

*** g. Winterization**

Dry Winterization

Radiant Winterization

Steam Winterization

Replacing Sump Pump

Winterization Re-check

Wet Winterization

*** h. Maintenance and Repairs**

Appliances

Tiles

Wooden Doghouse

Exhaust Fan

Pool Pump

Smoke Detectors

Vent Covers

Showerhead

Sprinkler Valve Fence

or Gate Repairs

Range Oven

Broken Doors

Dry Wall

Holes in the Pond

Carpet Replacement

Carpet Installation

Carpet Cleaning

Carpet Repairs

Fan Installation

Garage Door

Kitchen Faucet

Shower Valves

Toilet

Water Heater

Water Line

Bathtub Re-glaze

Cabinets

Cut Lines

Carpentry

Flooring

Ceiling

Roof Repairs

Minor Electrical Repairs

Complex Electric Services

Windows Repairs

Mirrors Repairs

*** i. Plumbing**

Minor Plumbing Repairs

Complex Plumbing

Sewer

*** j. AC Specialist**

AC Unit Installation

AC Maintenance

AC Repairs



*** k. Termite & Pest Control**

Termite Inspection

Termite Control

Pest Inspection

Pest Control

*** l. Sign Installation**

*** m. Pool Maintenance**

*** n. Mold Remediation**

Inspection Services Provided

a. Inspections

Occupancy (Exterior Only)

Occupancy (Exterior Only - No Contact)

Initial Property Review (Property Condition)

Deed in Lieu

Fannie Mae Inspections

FHA Inspections

Freddie Mac Inspections

VA Inspections

Interior

Weather Emergency

Eviction

Loss Draft

Pool Verification

Septic Verification

Utilities Inspections

b. Quality Control Inspections

c. Other Inspections

Negotiator Services Provided

Code Violations

Vacant Property Registration

HOA Invoice

9A Form

FHA Certificate

Inspection

Cash for Keys (CFR)

Trail

Eviction and Lockout

Bundle

Bid Request



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>).