



CAPREIT VENDOR INFORMATION PACKAGE

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Introduction

Who We Are

With approximately 67,000 assets nation-wide, CAPREIT is amongst Canada's largest Real Estate Investment Trusts. We are a trusted name in the property management industry, with decades of experience in creating thriving communities across the country. Our commitment to excellence and customer satisfaction has allowed us to become a preferred choice for investors, employees, and our residents. As part of our philosophy, we seek to build strong relationships with our partners and vendors.

Our portfolio consists of residential apartment suites, townhomes, and manufactured home community sites, located across Canada. We are on Canada's best employers list and a premier residential real estate landlord.

This Package and the documents requested herein are part of CAPREIT's vendor onboarding and ongoing vendor compliance processes. The Vendor Information Package (the "Package") must be completed and submitted by all prospective vendors **prior to commencing** a business relationship with CAPREIT.

CAPREIT may reassess any onboarded vendor at any time during the vendor's business relationship with CAPREIT. If this Package is not completed in full, or a vendor fails to meet the ongoing requirements as set by CAPREIT, the business relationship may be reviewed and possibly terminated, at CAPREIT's sole discretion.

This Package supersedes and replaces all previous communications from CAPREIT concerning our vendor onboarding policies and procedures.

To ensure a full understanding and compliance with our policies, we require the following:

- Review the entire Package and familiarize yourself with CAPREIT's requirements and expectations.
- Review CAPREIT's Code of Business Ethics and Conduct (the "Code") and ensure you can comply with the expectations of vendors contained therein. A copy of the Code is available here: [CAPREIT Vendor Code of Conduct](#)
- Complete this Package and submit it along with all requested documents.
- Complete the acknowledgment form and return to CAPREIT as per the instructions provided

If you have any questions or concerns, contact CAPREIT's Vendor Onboarding Department at vendoronboarding@capreit.net

Instruction Summary

1. Complete and submit this Package, plus any required documents as soon as possible. To expedite your application, please ensure all necessary documents are accurate.
2. Review and familiarize yourself with **CAPREIT's Code**. If there is an element of the Code you are not able to comply with, please notify us when submitting this Package.
3. **Provide proof of valid Workers' Compensation** certification or proper clearance letters for any independent operators, as required by applicable regional governmental regulations.
4. **Provide proof of valid Certificate of Insurance.**
5. Vendors who intend to provide services on CAPREIT premises are required to submit additional documents outlined on the page entitled 'Additional Requirements' and must strictly adhere to **CAPREIT's vendor code of conduct**.
6. Vendors must complete the Privacy and Cybersecurity section. This section outlines if you will be working with Confidential, Private Information and/ or IT Security. Vendors that have answered "Yes" to any of the questions are required to provide additional details.
7. If approved, you will need to obtain a valid Purchase Order (PO) prior to the delivery of supplies and/or services. Invoices without a valid PO number will not be processed. Further instructions on the invoicing process will be provided to your organization after onboarding.
8. All vendors performing work on CAPREIT property during regular business hours are required to check in with the administration office to identify that they are on site performing work. All Work orders/Packing slips must be signed by a CAPREIT representative to confirm the receipt of goods/supplies by CAPREIT.
9. Work Orders/Packing slips must match the work/supplies on the invoice, and a copy must be sent with the invoice.

Vendor Information Form

COMPANY DETAILS

Company Legal Name:

Company Operating Name:

Please list ALL Goods and/or Services Offered:

Address:

City:

Province:

Postal Code:

Phone Number:

Cell Number:

After Hours/Emergency Phone Number:

Contact Person:

Email Address:

No. of Employees:

Company website/URL:

Has the Company ever filed for bankruptcy?

Date of Inception of Company:

Please list ALL the cities you currently service (Ex: Brampton, Oakville)

Are you a foreign registered entity (outside of Canada) and will be providing goods to CAPREIT?

Any Known Conflicts of Interest? (When a vendor has a relationship that is either family, friendship, financial or social that could be perceived to compromise or influence decisions, judgement, or actions of the other).

No Yes

ANY ADDITIONAL COMMENTS, CONFLICTS OF INTEREST TO DECLARE, OR OTHER RELEVANT INFORMATION

PAYMENT REMITTANCE INFORMATION (IF DIFFERENT FROM ABOVE)

Company Name:

Address:

City:

Province:

Postal Code:

Phone Number:

Cell Number:

Contact Name:

TAX INFORMATION

GST Number:

Provincial Tax Number:

QST Number:

INSURANCE & WORKERS COMPENSATION INFORMATION

Please fill in the following and provide copies of current Certificate of Insurance and Worker's Compensation Clearance Certificate documents.

Worker's Compensation Provider (Province):

Worker's Compensation Account Number:

Worker's Compensation Issue Date:

Worker's Compensation Expiry Date:

Clearance Certificate Number:

Valid from Date:

Valid to Date:

Insurance Company:

Insurance Policy:

Type of Insurance (which apply):

General Liability

Insurance Amount:

Expiry Date:

Errors & Omissions

Cyber Liability

Automobile Liability

Other (please specify) _____

Additional Requirements

All vendors who are to provide services on CAPREIT premises are required to provide the following health and safety documents and references in addition to the other requirements in this Package. **If you answer yes to any of the following questions, please provide a copy of the policy with your package.**

- | | | |
|--|------------------------------|-----------------------------|
| Do you have an occupational health and safety policy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have a hazard assessment, identification and control policy and procedure? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have a personal protective equipment (PPE) policy and procedure? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have an incident and injury reporting and investigation policy and procedure? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have a workplace inspection policy and procedure? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have any green initiatives or certifications? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Permits and Licenses

All vendors who are to provide services to CAPREIT that requires licensing or to have the necessary permits must provide a copy of the current license or permit (i.e., Trade License, Renovation License or Permits, Building Renovator License)

References: Please provide the details below for clients you have serviced. CAPREIT's Procurement Team may contact the references listed to obtain further details on your company. (If sub-contractors are used, at least **one (1)** sub-contractor reference **MUST** be provided). Note: References are **MANDATORY**.

Reference 1

Company:

Contact:

Phone:

E-mail:

Reference 2

Company:

Contact:

Phone:

E-mail:

Reference 3

Company:

Contact:

Phone:

E-mail:

Privacy & Cybersecurity

Please answer each of the questions below and provide additional information as necessary.

1. PRIVACY Vendor Risk Question

During provision of services, do you envision having (or requiring) access to, or processing of personal information related to CAPREIT's employees, tenants, or any other individual (whether in Canada or Europe)?

For example: Personal information may include names, home address, personal phone number, personal email, video/audio recording, or other. If answering "Yes," a further review will be required by CAPREIT's Privacy Team.

Yes

No

If you answered 'Yes' above, in which jurisdictions will you be collecting, disclosing, or using personal information? Quebec All other Provinces Europe

Briefly describe the types of personal information you may require:

2. CYBERSECURITY Vendor risk question

During provision of services, do you envision having (or requiring) physical or electronic access to systems, networks, technology, hardware, Internet of Things (IoT), software, applications or secured premises belonging to CAPREIT and/or its Canadian or European affiliates (and/or their customers)?

For example: Granted logins to our systems, key/fob access to secure premises, using technology or devices that might be connecting to our network (boilers, HVAC, CCTV, VoIP), etc. If answering "Yes," a further review will be required by CAPREIT's IT / Cybersecurity Team.

Yes

No

If you answered 'Yes' above, briefly describe the types of access you may require:

Depending on your responses to the questions above, CAPREIT may require additional information from you, including confirmation that you are able to comply with applicable privacy laws. In order to expedite the process, feel free to provide any related supporting documents with your submission of this Package.

Vendor Pricing

The purpose of this section is to outline basic service parameters and to establish clear pricing that can be understood by all those involved. Adherence to the procedures and pricing outlined in this document will facilitate clear invoicing and prompt payment.

What are your hours of operation?

The regular labor rate per hour?

The regular labor rate if 2 technicians are required:

The labor rate for overtime/weekend per hour:

The labor rate for holidays per hour:

The different labor rates start at:

Holiday start from when to when?

Overtime/Weekend hours start from:

The delivery/truck fee (if applicable) will be:

Any other potential charges, if so please indicate them:

Is there a minimum number of hours charged for a service call? If, yes, what is the minimum number of hours?

**** Please Note: all price changes must be communicated to CAPREIT 30 days in advance of the increase implementation date IN WRITING to vendoronboarding@capreit.net so that the Procurement department is able to review and make appropriate changes to our invoicing system. ***

Request for Direct Deposit (EFT)

In an effort to standardize and optimize payment processing and move away from traditional cheques, CAPREIT offers the EFT program (Electronic Funds Transfer). If you would like to be a part of our payment process and ensure timely payments into your bank account should you become an approved vendor, please provide the following information requested below. We will acknowledge receipt of your company's acceptance to the EFT program once approved.

CONTACT DETAILS

Company Name:

Address:

City:

Province:

Postal Code:

Country:

Email Address for EFT Payment Remittance Advice to be Sent

Accounts Payable requires **30-day notice** in order to process changes to the banking information or to cancel the direct deposit payment method.

BANKING INFORMATION

Bank Name:

Transit Number (5-digit number):

Institution Number (3-digit number):

Account number:

AUTHORIZATION

Name:

Title:

Email Address:

Phone Number:

Signature:

Date (DD/MM/YY):

CAPREIT Contact Information

**CAPREIT Head
Office**

11 Church Street,
Suite 401
Toronto, ON, M5E 1W1
Phone: 416-861-9404

Accounts Payable

Phone: 416-861-9404
Fax: 416-861-9351
Email: apinvoices-can@capreit.net

**For Vendor
contact information
changes &
onboarding
please contact**

Vendor Onboarding & Compliance
Email: vendoronboarding@capreit.net



Vendor Agreement

Please fill out & return to your CAPREIT representative.

I have read, understood, and completed the Vendor Information Package truthfully and to the best of my knowledge. I certify that all information provided in this package is accurate.

By Signing this document, you are acknowledging that you have read and understand the Vendor Code of Conduct. The Vendor Code of Conduct can be found in the Introduction of this document or accessed by this link: [CAPREIT Vendor Code of Conduct](#)

I understand that failure to return a complete Vendor Information Package and required documents, or to disclose any potential conflict will be taken very seriously and may result in your organization not being approved as a vendor for CAPREIT.

Company Name:

Print Name:

Signature:

Print Title:

Date:

Please keep a copy of this document for your records.
If you have any questions, please do not hesitate to contact
the Procurement Department (Email:
vendoronboarding@capreit.net)