



APPROVED VENDOR PACKAGE

Application, Requirements, Agreements, and Service Standards

**Clear expectations. Written authorization. Professional resident communication.
Complete documentation.**

For HOA, Condominium, and Rental Property Service Providers

This package combines myHomeSpot's vendor handbook, printable onboarding forms, compliance requirements, agreements, and payment standards.

Vendor Center: <https://myHomeSpot.com/vendor/>

Updated September 2026

Vendor Quick Start

Use this checklist before accepting your first myHomeSpot work order. Approval to join the vendor network does not guarantee a minimum volume of work. Work is assigned based on service needs, qualifications, availability, performance, and the requirements of the applicable association or property owner.

Apply to Become an Approved Vendor	Apply online through Vendor Center
Submit IRS Form W-9	Electronic W-9 through Vendor Center
Submit Invoice / Reimbursement	Submit through Vendor Center
Recommend a Vendor	Recommend a vendor online

Required Before First Assignment

- Completed Vendor Application with legal business name, contacts, service areas, trade specialties, and emergency availability.
- Current IRS Form W-9. The legal name and tax identification information must match the entity submitting invoices.
- General Liability insurance of at least \$250,000 per occurrence and \$500,000 aggregate.
- Certificate of Insurance naming Glenn Dorsey Inc DBA myHomeSpot.com, 225 N Pace Boulevard, Pensacola, FL 32505 as Certificate Holder.
- Current Workers Compensation coverage when legally required, or a valid Florida Workers Compensation exemption when applicable.
- Copies of all licenses, registrations, permits, certifications, and business tax receipts required for the work you perform.
- A certified copy of a current background check and vendor certification for each employee or approved subcontractor who may enter occupied homes, units, gated nonpublic areas, or other restricted areas.
- Signed myHomeSpot Vendor Agreement, Independent Contractor and Liability Acknowledgment, and Vendor Handbook Acknowledgment.

The Standard in One Page

- 1. Receive written authorization.** Do not begin work from a verbal request alone. Work must be authorized by myHomeSpot, the applicable property owner, or an association representative acting through the approved process.
- 2. Respond within one business day.** Acknowledge routine work orders within one business day. Emergency work orders require an immediate response. If you cannot respond or complete the work promptly, notify myHomeSpot immediately.
- 3. Schedule directly with the resident.** When resident access is required, contact the resident directly and identify your company as an independent contractor authorized by myHomeSpot.com to perform the assigned work.
- 4. Document the starting condition.** Take clear before photos before work begins. Document the affected area, relevant damage, surrounding condition, and model or serial information when applicable.
- 5. Complete only the authorized scope.** Do not perform additional work, substitutions, or upgrades without written approval. All change orders require written authorization before the additional work begins.
- 6. Communicate professionally.** Keep the resident informed about appointment timing and access. Do not discuss pricing, blame, approval decisions, association policy, owner responsibility, or promise additional work.
- 7. Document completion.** Take clear after photos from comparable angles when practical. Show the completed repair, final condition, cleanup, and any parts, permits, warranties, or closeout information required.
- 8. Submit a complete invoice package.** Email invoices to Accounting@myHomeSpot.com or use the online invoice form. Net 30 begins only when a complete submission has been received.

1. Working With myHomeSpot

myHomeSpot manages homeowner and condominium associations as well as rental properties. Vendors may be assigned work in common areas, association-maintained facilities, occupied rental homes, vacant rental homes, or other managed property. myHomeSpot coordinates work on behalf of its clients. The vendor remains an independent contractor responsible for its business, personnel, tools, materials, taxes, licensing, safety, and quality of work.

Independent Contractor Relationship

- Vendors are independent businesses and are not employees, agents, or partners of myHomeSpot.
- Vendors control their own personnel, tools, methods, and business operations subject to the authorized scope, property rules, applicable law, and safety requirements.
- Vendors are responsible for wages, payroll taxes, insurance, benefits, licensing, permits, training, supervision, and conduct of their personnel.
- Vendors may not represent that they are employees of myHomeSpot. When communicating with residents, use the phrase 'independent contractor authorized by myHomeSpot.com.'

Professional Conduct

- Treat residents, owners, board members, community staff, and myHomeSpot personnel professionally and respectfully.
- Arrive in appropriate work attire and carry company identification when entering occupied or restricted areas.
- Protect the property, maintain a safe work area, and clean the work area before leaving.
- Immediately report unsafe conditions, suspected active water intrusion, electrical hazards, fire hazards, security issues, significant property damage, or other conditions requiring prompt management attention.

2. Vendor Approval & Compliance

Vendor approval remains active only while required records remain current. myHomeSpot may pause new assignments or place payments on hold when required licensing, insurance, Workers Compensation documentation, or other compliance records expire.

Insurance

Minimum General Liability coverage is \$250,000 per occurrence and \$500,000 aggregate. The Certificate of Insurance must list the following certificate holder exactly:

Glenn Dorsey Inc DBA myHomeSpot.com
225 N Pace Boulevard
Pensacola, FL 32505

Commercial auto insurance is not a separate myHomeSpot vendor approval requirement. Vendors remain responsible for maintaining any automobile coverage required by law or by their own operations.

Workers Compensation

- Maintain Workers Compensation coverage whenever legally required.
- A valid Florida Workers Compensation exemption may be accepted when legally applicable.
- Provide renewal documentation before current coverage or an exemption expires.

Licensing, Permits & Certifications

- Maintain every state, county, municipal, or trade license required for the work you perform.
- Perform only work that falls within the lawful scope of your license or registration.
- Obtain required permits and inspections unless the written work order assigns that responsibility differently.
- Provide current trade certifications when applicable to the work assigned.

Background Checks

Resident safety is a condition of vendor approval. Before an employee or subcontractor enters an occupied home, unit, gated nonpublic area, or other restricted space, myHomeSpot must have the required background compliance documentation for that individual.

- Provide a certified copy of a current background check and the required vendor certification for each covered worker.
- Do not substitute or send unapproved personnel to a property when background documentation is required.
- Notify myHomeSpot when personnel change so compliance records can be updated before the individual is dispatched.

Subcontractors

Subcontracting is prohibited without prior written approval from myHomeSpot. Approved subcontractors must satisfy the same licensing, insurance, background, conduct, documentation, and property-access requirements that apply to the primary vendor. The primary vendor remains responsible for the subcontractor's work and conduct.

3. Work Orders, Estimates & Authorization

Routine Work Orders

- Acknowledge receipt within one business day.
- Confirm that you can perform the requested scope and meet the expected timing.
- Ask questions before mobilizing when the scope, property, access instructions, or authorization is unclear.
- Notify myHomeSpot immediately when a delay, parts issue, access problem, weather event, or other condition will prevent timely completion.

Emergency Work Orders

Emergency requests require an immediate response. If you accept the assignment, communicate immediately regarding your expected response and any immediate property-protection steps. If you cannot respond, notify myHomeSpot immediately so the work can be reassigned.

Estimates & Proposals

- Provide written estimates when requested.
- Clearly identify labor, materials, equipment, permit costs, exclusions, schedule, warranty, and any assumptions that affect the price.
- An estimate is not authorization to proceed. Wait for written approval.

Change Orders & Additional Work

Every change outside the authorized scope requires written approval before the additional work begins. This rule applies regardless of the dollar amount.

- Stop and contact myHomeSpot when the condition differs materially from the work order.
- Provide photos and a clear description of the additional condition whenever practical.
- Provide the additional price and schedule impact before proceeding.
- Do not accept resident-requested extras as authorization. Refer the request to myHomeSpot.

4. Resident Communication & Property Access

When a work order includes resident contact information, the vendor is responsible for arranging the appointment directly with the resident unless the work order states otherwise.

How to Identify Yourself

Recommended introduction: "Hello, this is [Name] with [Vendor Company]. We are an independent contractor authorized by myHomeSpot.com to complete the maintenance work requested for your property. I am contacting you to schedule access."

Appointment Standards

- Contact the resident promptly after receiving the work order and schedule a specific appointment or reasonable arrival window.
- If you are running late, contact the resident directly before the appointment time whenever possible.
- If you cannot reach the resident, document your attempts and notify myHomeSpot rather than repeatedly delaying the work order.
- Follow all access instructions. Do not enter occupied space without the required permission or authorization.

What Vendors Should Not Discuss

- Do not discuss or negotiate the price of work with the resident unless the work order specifically authorizes it.
- Do not assign blame to the resident, owner, association, board, or myHomeSpot.
- Do not promise that additional work will be approved or completed.
- Do not interpret association rules, leases, legal responsibilities, insurance coverage, or payment responsibility for the resident.
- Refer disputes, additional requests, and policy questions back to myHomeSpot.

At the Property

- Protect floors, walls, furnishings, landscaping, vehicles, and common property from avoidable damage.
- Use appropriate safety barriers and warnings when work creates a hazard.
- Keep tools and materials controlled and do not block required exits or access routes.
- Remove job debris and leave the work area clean.
- Report pre-existing damage or unexpected conditions with photos before continuing when they could affect responsibility or the repair.

5. Required Photo & Completion Documentation

Before and after photos are required for every work order. The objective is to create a clear record of the condition received, the work performed, and the condition left behind.

Before Photos

- Show the overall work area before work begins.
- Show the defect, damage, failed component, or maintenance condition clearly.
- Document surrounding or pre-existing damage that could otherwise be attributed to the work.

- Capture model numbers, serial numbers, labels, meter readings, or equipment identification when relevant.

During-Work Documentation

- Photograph concealed damage, failed parts, deteriorated materials, or conditions discovered after disassembly when they affect the repair.
- Use these photos when requesting a change order or explaining why the original scope is insufficient.

After Photos

- Photograph the completed work from comparable angles when practical.
- Show that the reported condition was corrected or that the authorized scope was completed.
- Show the final cleanup and restored work area.
- Include photos of installed equipment labels, permits, inspection stickers, or other closeout items when relevant.

6. Invoicing & Payment

Invoices may be submitted by email to Accounting@myHomeSpot.com or through the online invoice and reimbursement form. Net 30 starts on the date myHomeSpot receives a complete invoice package, not the date work was performed and not the date an incomplete invoice was first sent.

Submit Invoices

Email: Accounting@myHomeSpot.com

Online: [Submit Invoice](#) / [Reimbursement Request](#)

A Complete Invoice Package Includes

- Vendor legal business name matching the W-9.
- Invoice number and invoice date.
- Association name or rental property reference, as applicable.
- Service address and work-order or authorization reference.
- Service date or dates.
- Clear description of the authorized work performed.
- Itemized labor, materials, approved change orders, and total amount due.
- Required before and after photos.
- Receipts when reimbursement of specific materials or expenses is requested.
- Permits, warranties, inspection records, or other closeout documents when applicable.

Net 30 & Compliance Holds

- Payment terms are Net 30 from receipt of a complete invoice package.
- Missing photos, missing work-order references, missing supporting documents, or unresolved billing questions can prevent the submission from being considered complete.
- Expired required licensing, General Liability insurance, Workers Compensation coverage, or applicable exemption will place payment on hold until current documentation is received.

- Keep all compliance documents current to avoid assignment and payment delays.

7. Quality, Rework & Closeout

- Perform work in a professional manner consistent with applicable codes, manufacturer instructions, accepted trade standards, and the authorized scope.
- Notify myHomeSpot promptly if a repair cannot be completed as authorized or if the underlying condition requires a different solution.
- Correct workmanship deficiencies attributable to your work promptly when requested.
- Provide warranty information and manufacturer documentation when applicable.
- Close the work order only after the site is safe, clean, documented, and the authorized scope is complete.

Vendor Performance

myHomeSpot may consider communication, response time, resident feedback, documentation quality, pricing, workmanship, reliability, safety, compliance status, and invoice accuracy when assigning future work. Repeated missed appointments, unauthorized work, unprofessional resident communication, incomplete documentation, safety violations, or failure to maintain required records may result in reduced assignments or removal from the vendor network.

8. Forms & Vendor Resources

Resource	Purpose	Link
Vendor Application	Apply to join the approved vendor network.	Open
IRS Form W-9	Complete the electronic W-9 used for vendor tax reporting.	Open
Submit Invoice / Reimbursement	Submit an invoice and supporting documentation online.	Vendor Center
Recommend a Vendor	Refer a qualified contractor or service provider to myHomeSpot.	Open
Vendor Center	Current vendor resources, forms, invoices, and support.	Vendor Center

NEW VENDOR CHECKLIST

Complete every applicable item before approval and before accepting work assignments.

The Vendor Center is the primary online resource for applications, forms, invoice submission, and current vendor requirements: <https://myHomeSpot.com/vendor/>

- ☐ Completed myHomeSpot Vendor Application.
- ☐ Signed myHomeSpot Vendor Agreement.
- ☐ Completed IRS Form W-9 using the legal name and tax identification information that will appear on invoices.
- ☐ General Liability Certificate of Insurance showing at least \$250,000 per occurrence and \$500,000 aggregate.
- ☐ Certificate Holder shown exactly as: Glenn Dorsey Inc DBA myHomeSpot.com, 225 N Pace Boulevard, Pensacola, FL 32505.
- ☐ Workers Compensation certificate when legally required, or a current Florida Workers Compensation exemption when legally applicable.
- ☐ Vendor Liability Statement completed only when claiming a Workers Compensation exemption.
- ☐ Copies of all state, county, municipal, professional, or trade licenses and certifications required for assigned work.
- ☐ Certified copy of a current background check and vendor certification for each worker who may enter occupied homes, units, gated nonpublic areas, or restricted areas.
- ☐ Equivalent background and compliance documents for every approved subcontractor.

Online Options

Vendor Center: myHomeSpot.com/vendor/

Online Vendor Application: [Complete Application](#)

Electronic W-9: [Complete W-9](#)

PRINTABLE VENDOR APPLICATION

You may complete this paper application or apply online through the Vendor Center.

Online application: <https://mhspns.wufoo.com/forms/r1snf41g0lgzu1q/> | Return completed paper packages using the instructions in the Vendor Center.

A. Business Information

Legal Business Name: _____

DBA / Trade Name: _____

Business Phone

Website

Primary Email

Federal EIN / Tax ID

Physical Address: _____

Mailing Address (if different): _____

Business Structure

☐ Sole Proprietor

☐ Partnership

☐ LLC

☐ S Corporation

☐ C Corporation

☐ Other: _____

Year Established

Number of Employees

State of Organization

Florida Sunbiz Document #

B. Contacts

Primary Contact

Title

Primary Contact Phone

Primary Contact Email

Accounting Contact

Accounting Email

Emergency / After-Hours Contact

Emergency Phone

VENDOR APPLICATION - SERVICES & COMPLIANCE

Vendor Legal Name: _____

C. Services Offered

- | | |
|---|---|
| ☐ General Maintenance / Handyman | ☐ Plumbing |
| ☐ Electrical | ☐ HVAC |
| ☐ Roofing | ☐ Carpentry |
| ☐ Drywall / Painting | ☐ Flooring |
| ☐ Landscaping / Irrigation | ☐ Pool / Spa |
| ☐ Pest Control | ☐ Cleaning / Janitorial |
| ☐ Pressure Washing | ☐ Security / Access Control |
| ☐ Fire / Life Safety | ☐ Elevator |
| ☐ Appliance Repair | ☐ Restoration / Water Mitigation |
| ☐ Construction / Remodeling | ☐ Other: _____ |

Service Area

- ☐ Escambia County, FL
- ☐ Santa Rosa County, FL
- ☐ Okaloosa County, FL
- ☐ Baldwin County, AL
- ☐ Other: _____

Normal Business Hours

Emergency / After-Hours Service? Yes / No

Typical Response Time

24/7 Emergency? Yes / No

D. Licensing & Certifications

Primary License / Registration Type and Number:

Issuing Agency / Jurisdiction	Expiration Date
_____	_____
Additional License / Certification	Expiration Date
_____	_____
Additional License / Certification	Expiration Date
_____	_____

Required Permits / Certifications Typically Used for Your Work:

VENDOR APPLICATION - INSURANCE & WORKFORCE

Vendor Legal Name: _____

E. General Liability Insurance

Insurance Carrier	Policy Number
_____	_____
Per Occurrence Limit	Aggregate Limit
_____	_____
Effective Date	Expiration Date
_____	_____

Required minimum: \$250,000 per occurrence / \$500,000 aggregate. Certificate Holder: Glenn Dorsey Inc DBA myHomeSpot.com, 225 N Pace Boulevard, Pensacola, FL 32505.

F. Workers Compensation

☐ Coverage is maintained and certificate is attached.

☐ A valid Florida exemption is claimed. Complete the Vendor Liability Statement in this package.

☐ Not legally required. Explain: _____

Carrier (if insured)	Policy Number
_____	_____
Expiration Date	Exemption Certificate # (if applicable)
_____	_____

G. Background Checks & Restricted-Area Personnel

Attach a certified copy of a current background check and vendor certification for each person who may enter occupied homes, units, gated nonpublic areas, or other restricted areas.

Number of Workers Who May Require Property Access:

Names of Covered Workers: _____

H. Subcontractors

☐ We do not use subcontractors for myHomeSpot assignments.

☐ We may request written approval to use subcontractors.

Subcontractor Company / Trade (if applicable):

Subcontractors require prior written myHomeSpot approval and must meet applicable vendor standards.

VENDOR APPLICATION - REFERENCES & CERTIFICATION

Vendor Legal Name: _____

I. Business References

Reference 1

Company / Customer

Contact Name

Phone

Email

Reference 2

Company / Customer

Contact Name

Phone

Email

Reference 3

Company / Customer

Contact Name

Phone

Email

J. Vendor Certification

- ☐ I certify that the information provided in this application and the supporting documents is true and current.
- ☐ I understand that vendor approval does not guarantee any minimum volume of work.
- ☐ I agree to keep licensing, insurance, Workers Compensation or exemption documentation, background documentation, and other required records current.
- ☐ I understand that expired required compliance documentation may suspend new assignments and may place payment on hold until corrected.
- ☐ I understand that every scope change or additional work requires written approval before work begins.
- ☐ I understand that subcontractors require prior written approval.

Vendor Legal Name: _____

Authorized Representative

Title

Signature

Date

VENDOR AGREEMENT

This agreement applies to HOA, condominium, and rental-property assignments authorized by myHomeSpot.

This agreement incorporates the current myHomeSpot Approved Vendor Handbook and the requirements posted in the Vendor Center at <https://myHomeSpot.com/vendor/>.

1. Parties & Independent Contractor Status

- The vendor is an independent contractor and is not an employee, partner, joint venturer, or agent of Glenn Dorsey Inc DBA myHomeSpot.com.
- myHomeSpot manages properties and community associations on behalf of clients. The vendor receives no authority to bind myHomeSpot, an association, owner, resident, or client except as expressly stated in written authorization.
- The vendor is responsible for its business operations, personnel, supervision, tools, materials, taxes, licensing, insurance, safety, and workmanship.

2. Work Authorization

- Vendor will begin work only after written authorization from myHomeSpot or another expressly authorized client representative.
- The vendor will perform only the authorized scope. Resident requests, field conditions, or verbal conversations do not authorize additional work.
- Every change in scope, substitution, upgrade, or additional work requires written approval before the additional work begins, regardless of dollar amount.

3. Response & Scheduling

- Routine work orders must be acknowledged within one business day.
- Emergency work orders require an immediate response. If the vendor cannot respond, the vendor will immediately notify myHomeSpot so the assignment can be redirected.
- When resident access is required, vendor will contact the resident directly to schedule and will identify itself as an independent contractor authorized by myHomeSpot.com.

4. Resident Communication

- Vendor will communicate professionally, provide reasonable appointment windows, and notify the resident when delays occur.
- Vendor will not discuss or negotiate pricing, assign blame, interpret association rules or leases, promise additional work, or make statements concerning legal or insurance responsibility unless specifically authorized.

VENDOR AGREEMENT - COMPLIANCE & DOCUMENTATION

Vendor Legal Name: _____

5. Licensing, Insurance & Workers Compensation

- Vendor will maintain every license, registration, permit, insurance policy, and certification required by law and by myHomeSpot for the assigned work.
- General Liability coverage must be at least \$250,000 per occurrence and \$500,000 aggregate unless a higher amount is required for a specific assignment.
- The Certificate Holder will be Glenn Dorsey Inc DBA myHomeSpot.com, 225 N Pace Boulevard, Pensacola, FL 32505.
- Vendor will maintain Workers Compensation coverage whenever legally required or provide a valid Florida exemption when legally applicable.
- Vendor will provide updated compliance documents before expiration. Expired required documentation may suspend assignments and place payment on hold.

6. Background Checks & Personnel

- Before a worker enters an occupied home, unit, gated nonpublic area, or other restricted area, myHomeSpot must have the required certified background documentation and vendor certification for that individual.
- Vendor will not substitute unapproved personnel where background documentation is required.
- Vendor will promptly notify myHomeSpot when covered personnel change.

7. Subcontractors

- Vendor may not subcontract any myHomeSpot assignment without prior written approval.
- Approved subcontractors must meet the applicable licensing, insurance, Workers Compensation, background, conduct, property-access, photo, and documentation requirements.
- The primary vendor remains responsible for the work and conduct of approved subcontractors.

8. Photos & Completion Documentation

- Clear before and after photos are required on every work order.
- Vendor will document pre-existing damage, failed components, model and serial numbers when relevant, concealed conditions discovered during work, completed repairs, final cleanup, and required closeout documents.
- Photos supporting a change-order request should be provided before additional work begins whenever practical.

VENDOR AGREEMENT - PAYMENT, SAFETY & ACCEPTANCE

Vendor Legal Name: _____

9. Site Safety & Property Protection

- Vendor is responsible for safe work practices within its control and for protecting residents, workers, buildings, furnishings, landscaping, vehicles, and common property from avoidable damage.
- Vendor will maintain an orderly work area, use appropriate barriers and warnings, remove job debris, and leave the area clean and safe.
- Vendor will promptly report unsafe conditions, active water intrusion, electrical hazards, fire hazards, security concerns, or significant unexpected property damage.

10. Invoicing & Net 30

- Invoices may be submitted to Accounting@myHomeSpot.com or through the invoice submission option in the Vendor Center.
- Net 30 begins only when myHomeSpot receives a complete invoice package.
- A complete invoice package includes the vendor legal name, invoice number, property or association reference, service address, work-order or authorization reference, service date, itemized charges, required photos, approved change orders, and other required supporting documentation.
- An incomplete submission does not start the Net 30 period.
- Payment may be held when required licensing, General Liability, Workers Compensation, exemption, or other compliance documentation has expired or is missing.

11. Quality, Rework & Eligibility

- Vendor will perform work consistent with applicable codes, manufacturer requirements, accepted trade standards, and the authorized scope.
- Vendor will promptly address workmanship deficiencies attributable to its work when requested.
- myHomeSpot may consider response time, communication, workmanship, resident feedback, documentation quality, safety, pricing, compliance, and invoice accuracy when assigning future work.
- myHomeSpot may suspend or discontinue vendor eligibility for noncompliance, unsafe practices, unauthorized work, incomplete documentation, repeated missed appointments, or performance concerns.

12. Acceptance

By signing below, the vendor acknowledges receipt of the myHomeSpot Approved Vendor Handbook, agrees to this Vendor Agreement, and agrees to follow the current requirements communicated through written work orders and the Vendor Center.

Vendor Legal Name: _____

Authorized Representative

Title

Signature

Date

WORKERS' COMPENSATION EXEMPTION & VENDOR LIABILITY STATEMENT

Complete this form only if the vendor is claiming a Florida Workers Compensation exemption.

Florida exemptions apply to eligible individual officers or LLC members, not automatically to every person working for a business. Attach a current exemption certificate and all required supporting compliance documents.

Vendor Information

Vendor Legal Name: _____

Exempt Individual Name

Exemption Certificate Number

Entity Type

Exemption Expiration Date

Vendor Representations

- ☐ The exemption identified above is valid, current, and legally applicable to the individual identified.
- ☐ The vendor understands that an exemption for an owner, officer, or member does not create an exemption for employees, helpers, laborers, family members, subcontractors, or other workers.
- ☐ The vendor will not dispatch an employee, helper, subcontractor, family member, laborer, or other worker to a myHomeSpot assignment unless all applicable Workers Compensation, background, licensing, insurance, and approval requirements have been satisfied.
- ☐ The vendor will immediately notify myHomeSpot if its Workers Compensation coverage, exemption status, ownership structure, or workforce changes in a manner that affects compliance.
- ☐ The vendor accepts responsibility for its personnel, approved subcontractors, tools, operations, workmanship, safety obligations, injuries, property damage, and compliance with applicable law within the scope of its operations.
- ☐ The vendor understands that a compliance deficiency may result in suspension of new assignments and a payment hold until the required documents are corrected.

Exempt Individual Certification

Printed Name: _____

Signature

Date

Vendor Authorized Representative

Printed Name / Title

Date

Signature

Phone

Form W-9

(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see Purpose of Form, in the official instructions.

1 Name of entity/individual. An entry is required.
For a sole proprietor or disregarded entity, enter the owner name on line 1.

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification. Check only one.

☐ Individual/sole proprietor

☐ C corporation

☐ S corporation

☐ Partnership

☐ Trust/estate

☐ LLC

Enter tax classification: C, S, or P

☐ Other (see official instructions)

3b ☐ If applicable, check this box if the entity has any foreign partners, owners, or beneficiaries.

4 Exemptions

Exempt payee code (if any)

FATCA reporting exemption code (if any)

Applies to accounts maintained outside the U.S.

5 Address (number, street, and apt. or suite no.).

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1. For individuals, this is generally your social security number. For other entities, it is generally your employer identification number.

Social security number

-

or

Employer identification number

-

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me);

2. I am not subject to backup withholding because I am exempt, I have not been notified by the IRS that I am subject to backup withholding, or the IRS has notified me that I am no longer subject to backup withholding;

3. I am a U.S. citizen or other U.S. person; and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. Cross out item 2 if the IRS has notified you that you are currently subject to backup withholding. See the official Form W-9 instructions for situations in which item 2 does not apply.

Sign Here

Signature of U.S. person

Date

FLORIDA WORKERS' COMPENSATION COVERAGE / EXEMPTION

Vendor compliance cover sheet and verification resources

myHomeSpot requires Workers Compensation coverage whenever legally required. A Florida exemption may be accepted only when legally applicable and must remain current.

Submit One of the Following

- ☐ Current Workers Compensation certificate / proof of coverage.
- ☐ Current Florida Workers Compensation exemption certificate for the eligible individual claiming the exemption, plus the completed myHomeSpot Vendor Liability Statement.

Verification Information

Vendor Legal Name: _____

Workers Compensation Carrier

Policy Number

Policy Expiration Date

Exemption Certificate #

Exempt Individual Name

Exemption Expiration Date

Official Florida Resources

Florida Division of Workers Compensation: myfloridacfo.com/division/wc

Exemption Information / Application: [Exemptions](#)

Coverage Requirements: [Coverage Requirements](#)

Vendor note: Florida coverage requirements depend on industry, entity type, and workforce. Vendors are responsible for determining and maintaining the coverage required for their business and personnel.

INVOICE & PAYMENT QUICK REFERENCE

Use this checklist with every invoice package.

Submit by email to Accounting@myHomeSpot.com or through the invoice submission option in the Vendor Center: <https://myHomeSpot.com/vendor/>. Net 30 starts only after a complete submission is received.

- ☐ Vendor legal business name matching the W-9.
- ☐ Invoice number and invoice date.
- ☐ Association name or rental-property reference.
- ☐ Complete service address or work location.
- ☐ Work-order number or written authorization reference.
- ☐ Service date or dates.
- ☐ Detailed description of the authorized work performed.
- ☐ Itemized labor, materials, approved change orders, and total amount due.
- ☐ Required before photos.
- ☐ Required after photos.
- ☐ Receipts for reimbursable materials or expenses when applicable.
- ☐ Permits, warranties, inspection records, equipment information, or other closeout documentation when applicable.

Net 30 Rule

Net 30 begins when myHomeSpot receives a complete invoice package. Missing photos, missing authorization references, incomplete supporting documents, or unresolved billing questions can prevent the invoice from being considered complete.

Compliance Hold

Expired required licensing, General Liability insurance, Workers Compensation coverage, exemption documentation, or other required compliance records may place payment on hold until current documentation is received.



VENDOR QUICK REFERENCE

Vendor Center: myHomeSpot.com/vendor/

Vendor Application: [Apply Online](#)

Vendor W-9: [Complete Electronically](#)

Recommend a Vendor: [Submit Recommendation](#)

Invoices: Accounting@myHomeSpot.com

225 N Pace Boulevard, Pensacola, FL 32505
850-453-5555