



Site Conditional Exemption Request Form

OPERATIONS

VERSION
1.0

EFFECTIVE
June 2026

REVIEWED
June 2026

POLICY

All site conditional exemption requests should be sent to support@barkanco.com for processing. The form will be submitted to you for Board signature. Managers must not sign the form on the Board's behalf. Once returned, VIVE will process the request and approve the vendor, "Site Conditionally."

Procedure

1. Find the Vendor record in VIVE.
2. Ensure the vendor's insurance and other requirements have been vetted to the fullest extend, missing only the items the Board wishes to accept.
3. Screenshot the vendor info page showing the missing items and vendor's name and contact information.
4. Email the screenshot to support@barkanco.com with the name of the property who is requesting the exemption.
5. Please allow for up to 5 business days for the form to be processed and for the vendor to be available.