



THOMSON REUTERS

Order Form

Order ID: Q-00505706

Contact your representative caitie.dunser@thomsonreuters.com with any questions. Thank you.

Account Address

Account #: [REDACTED]
FL HOUSING FINANCE CORP
LARA COX
227 N BRONOUGH ST STE 5000
TALLAHASSEE FL 32301-1367 US

Shipping Address

Account #: [REDACTED]
FL HOUSING FINANCE CORP
LARA COX
227 N BRONOUGH ST STE 5000
TALLAHASSEE FL 32301-1367 US

Billing Address

Account #: [REDACTED]
FL HOUSING FINANCE CORP
LARA COX
227 N BRONOUGH ST STE 5000
TALLAHASSEE, FL 32301-1367 US

This Order Form is a legal document between West Publishing Corporation and Subscriber. West Publishing Corporation also means "West", "we" or "our" and Subscriber means "you", or "I". Subscription terms, if any, follow the ordering grids below.

ProFlex Products
See Attachment for details

Table with 5 columns: Service Material, Product, Monthly Charges, Minimum Term (Months), Year Over Year Increase During Minimum Term. Row 1: 40757482, WEST PROFLEX, \$1,698.20, 36, 5%

ProFlex Bridge

Table with 4 columns: Service Material, Product, Bridge Monthly Charges, Bridge Term (Months). Row 1: 40757482, WEST PROFLEX, \$1,038.93, 3

Bridge Terms

Bridge Monthly Charges begin on the date we process your order and will be prorated for the number of days remaining in that calendar month, if any. The Bridge Monthly Charges will continue for the the number of complete calendar months listed in the Bridge Term column above. At the end of the Bridge Term, your Monthly Charges and the Minimum Term will be as described in the Product grid above. All other terms and conditions of the Order Form remain unchanged.

Minimum Terms

Online/ Practice Solution/Software/ProFlex Products : Monthly Charges begin on the date we process your order and will be prorated for the number of days remaining in that calendar month, if any. Your Monthly Charges will continue for the number of complete calendar months listed in the Minimum Term column above. The percent increases for multi-year orders appear in the Term Increases column above. Subscriber ("you" or "I") is also responsible for all Excluded Charges. Excluded Charges are for accessing Westlaw data or a Practice Solutions service that is not included in your subscription. Excluded Charges may change after at least 30 days written or online notice.

For Window Products: Monthly Charges begin on the date we process your order and will continue for the number of complete calendar months in the Minimum Term column above. The percent increases for multi-year orders appear in the Term Increases column above. Monthly Charges are due regardless of the level of your usage. Transactional usage charges that exceed the Monthly Charges are waived up to the Monthly Window amount stated above. In addition to the Monthly Charges you are responsible for transactional usage charges in excess of the Monthly Window. Transactional charges are calculated based upon our then-current Schedule A rates. You are also responsible for all Excluded Charges. Excluded Charges are charges for accessing a service that is not included in your subscription. Excluded Charges may change after at least 30 days written or online notice.

To apply Window charges to a specific month, the request must be submitted at least five (5) business days prior to the end of the month.

Post Minimum Terms

For Online/Practice Solutions/Software /ProFlex Products: At the end of the Minimum Term your Monthly Charges will increase by 7%. Thereafter, the Monthly Charges will increase every 12 months unless we notify you of a different rate at least 90 days before the annual increase. You are also responsible for all Excluded Charges. Excluded Charges may change after at least 30 days written or online notice. Either of us may cancel the Post-Minimum Term subscription by sending at least 60 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan, MN 55123-1803.

Automatic Renewal Term for Window Products. At the end of the Minimum Term your Monthly Charges will be billed at up to our then-current rate. Thereafter, we may modify the Monthly Charges if we notify you of a different rate with at least 90 days notice. The Monthly Window will remain unchanged. You are also responsible for all Excluded Charges. Excluded Charges may change after 30 days written or online notice. Either of us may cancel the Post-Minimum Term subscription by sending at least 60 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan MN 55123-1803.

To apply Window charges to a specific month, the request must be submitted at least five (5) business days prior to the end of the month.

Federal Government Subscribers Optional Minimum Term. Federal government subscribers that chose a multi-year Minimum Term, those additional months will be implemented at your option pursuant to federal law.

Miscellaneous

Charges, Payments & Taxes. You agree to pay all charges in full within 30 days of the date of invoice. You are responsible for any applicable sales, use, value added tax (VAT), etc. unless you are tax exempt. If you are a non-government subscriber and fail to pay your invoiced charges, you are responsible for collection costs including attorneys' fees.

Settling a Disputed Balance. Payments marked "paid in full", or with any other restrictive language will not operate as an accord and satisfaction without our prior written approval. We reserve our right to collect any remaining amount due to us on your account. Partial payments intended to settle an outstanding balance in full must be sent to: Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan, MN 55123-1803, along with a written explanation of the disagreement or dispute. This address is different from the address you use to make account payments.

Credit Verification. If you are applying for credit as an individual, we may request a consumer credit report to determine your creditworthiness. If we obtain a consumer credit report, you may request the name, address and telephone number of the agency that supplied the credit report. If you are applying for credit on behalf of a business, we may request a current business financial statement from you to consider your request.

Auto Charge Credit Card/Electronic Funds Transfer Election Payment Terms. You may authorize us to automatically charge a credit card, debit card or electronic fund transfer to pay charges due. Contact Customer Service at 1-800-328-4880 for authorization procedures. If you have previously authorized us to bill a credit card, debit card or make electronic fund transfers for West subscriptions on an ongoing basis, or authorizing the same as part of this order, no further action is needed.

Returns and Refunds. You may return a print product to us within 45 days of the original shipment date if you are not completely satisfied. Assured Print Pricing, Library Savings Plan, West Complete, Library Maintenance Agreements, ePack, WestPack, Westlaw, CLEAR, Monitor Suite, ProView eBook, Software, West LegalEdcenter, Practice Solutions, TREWS, Peer Monitor, and Data Privacy Advisor charges are not refundable. Please see <http://static.legalsolutions.thomsonreuters.com/static/returns-refunds.pdf> or contact Customer Service at 1-800-328-4880 for additional details regarding our policies on returns and refunds.

Applicable Law. If you are a state or local governmental entity, your state's law will apply and any claim may be brought in the state or federal courts located in your state. If you are a non-government entity, this Order Form will be interpreted under Minnesota state law. Any claim by one of us may be brought in the state or federal courts in Minnesota. If you are a United States Federal Government subscriber, United States federal law will apply and any claim may be brought in any federal court.

Excluded Charges. If you access services that are not included in your subscription you will be charged our then-current rate ("Excluded Charges"). Excluded Charges will be invoiced and due with your next payment. For your reference, the current Excluded Charges schedules are located at the links below. Excluded Charges may change after at least 30 days written or online notice.

<http://static.legalsolutions.thomsonreuters.com/static/agreement/plan-2-pro-govt-agencies.pdf>

<http://static.legalsolutions.thomsonreuters.com/static/agreement/schedule-a-concourse-case-notebook-hosted.pdf>

Thomson Reuters General Terms and Conditions, apply to all products ordered, except print and is located at <https://static.legalsolutions.thomsonreuters.com/static/ThomsonReuters-General-Terms-Conditions.pdf>.

The Thomson Reuters General Terms and Conditions for Federal Subscribers is located at <https://static.legalsolutions.thomsonreuters.com/static/Federal-ThomsonReuters-General-Terms-Conditions.pdf>. In the event that there is a conflict of terms between the General Terms and Conditions and this Order Form, the terms of this Order Form control. This Order Form is subject to our approval.

Banded Product Subscriptions You certify the total number of attorneys (partners, shareholders, associates, contract or staff attorneys, of counsel, and the like), corporate users, personnel or full-time-equivalent students is indicated in the applicable Quantity column. Our pricing for banded products is made in reliance upon your certification. If we learn that the actual number is greater, we reserve the right to increase your charges as applicable

Product Specific Terms. The following products have specific terms which are incorporated by reference and made part of this Order Form if they apply to your order. They can be found at <https://static.legalsolutions.thomsonreuters.com/static/ThomsonReuters-General-Terms-Conditions-PST.pdf> If the product is not part of your order, the product specific terms do not apply. If there is a conflict between product specific terms and the Order Form, the product specific terms control.

- Campus Research
- Contract Express
- Hosted Practice Solutions
- ProView eBooks
- Time and Billing
- West km Software
- West LegalEdcenter
- Westlaw
- Westlaw Doc & Form Builder
- Westlaw Paralegal
- Westlaw Patron Access
- Westlaw Public Records

Additional Order Form Terms and Conditions

Government Non Availability of Funds for Online, Practice Solutions or Software Products

You may cancel a product or service with at least 60 days written notice if you do not receive sufficient appropriation of funds. Your notice must include an official document, (e.g., executive order, an officially printed budget or other official government communication) certifying the non-availability of funds. You will be invoiced for all charges incurred up to the effective date of the cancellation.

Acknowledgement: Order ID: Q-00505706

[Handwritten Signature]

Signature of Authorized Representative for order

General Counsel

Title

Hugh R. Brown

Printed Name

6-18-19

Date

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This Order Form will expire and will not be accepted after 8/17/2019.



THOMSON REUTERS

Attachment

Order ID: Q-00505706

Contact your representative caitie.dunser@thomsonreuters.com with any questions. Thank you.

Payment, Shipping, and Contact Information

Payment Method:

Payment Method: **Bill to Account**

Account Number: [REDACTED]

Order Confirmation Contact (#28)

Contact Name: JENNY MARSHALL

Email: jenny.marshall@floridahousing.org

Shipping Information:

Shipping Method: Ground Shipping - U.S. Only

| ProFlex Multiple Location Details | | | |
|-----------------------------------|-------------------------|---|--------|
| Account Number | Account Name | Account Address | Action |
| [REDACTED] | FL HOUSING FINANCE CORP | 227 N BRONOUGH ST STE 5000 TALLAHASSEE FL 32301-1367 US | New |

| ProFlex Product Details | | | |
|-------------------------|-----------|--------------------|--|
| Quantity | Unit | Service Material # | Description |
| 5 | Attorneys | 42077755 | Gvt - Analytical Plus for Government |
| 5 | Attorneys | 41985648 | Gvt - Related Documents For Government (Westlaw PRO™) |
| 5 | Attorneys | 41935298 | Gvt PeopleMap Premier And Company Investigator For Government (Westlaw PRO™) |
| 5 | Attorneys | 42510228 | Gvt - Westlaw Edge™ National Primary |
| 5 | Attorneys | 41933492 | GVT Practical Law For Government (Westlaw PRO™) |
| 5 | Attorneys | 41988413 | Gvt - West LegalEdcenter For Government (Westlaw PRO™) |

| Account Contacts | | | |
|----------------------------|---------------------------|--|---|
| Account Contact First Name | Account Contact Last Name | Account Contact Email Address | Account Contact Customer Type Description |
| JENNY | MARSHALL | jenny.marshall@floridahousing.org | EML PSWD CONTACT |

| Lapsed Products | |
|-----------------|--|
| Sub Material | Active Subscription to be Lapsed |
| 41940147 | Government Plan 401-425 (Westlaw PRO™) |



| | |
|--|---|
| Subscriber Information | |
| Account Number (if applicable) [REDACTED] | |
| Full Legal Name/Entity <u>FI Housing Finance Corp</u> | |
| Business Unit/Dept/Agency _____ | |
| The applicant's address below is (please check one): <input checked="" type="checkbox"/> a Commercial Location <input type="checkbox"/> a Residence (i.e. a home-based business) | |
| Street Address <u>227 N BRONOUGH ST STE 5000</u> | |
| City <u>TALLAHASSEE</u> | Country (if not US) <u>US</u> |
| State <u>FL</u> | Zip <u>32301-1367</u> |
| Main Organization Telephone <u>850-488-4197</u> | Location/Contact/Ext Telephone _____ |
| Cell Phone (if no land line available) _____ | Email Address _____ |
| Website <u>https://www.floridahousing.org</u> | <input type="checkbox"/> Check here if no website available |
| West products have implemented Multi-Factor Authentication and in order to access the public records products you must supply a valid External IP Address or IP Range belonging to your organization that meets the following requirements: | |
| <ul style="list-style-type: none"> • IP Addresses assigned to jurisdictions outside the United States or West-approved U.S. Territories are prohibited • IP Addresses will not be accepted from the following ranges which are reserved by the Internet Assigned Numbers Authority for special use or private networks: 10.0.0.0 - 10.255.255.255, 127.0.0.0- 127.255.255.255, 172.16.0.0 - 172.31.255.255, 192.168.0.0 - 192.168.255.255, 169.254.0.0 - 169.254.255.255. • All IP addresses must be IPv4 addresses. • If you do not know your External IP address(es), try the following: <ul style="list-style-type: none"> ○ Contact your network administration, firewall or security team ○ Contact your Internet Service Provider, ISP (i.e. Cable, DSL, Satellite, etc.) | |
| Go to the following URL in your browser: http://tools.whois.net/yourip/ or http://www.whatismyip.com to identify your external IP address (NOTE: If you have multiple IP addresses, this tool will only detect one IP address) | |
| Internet Service Provider Name: <u>Florida Dept. of Management Services</u> | |
| IP Address: <u>164.51.195.192/27</u> | |
| IP Address Range: | |
| Beginning IP Address: _____ | Ending IP Address: _____ |
| Beginning IP Address: _____ | Ending IP Address: _____ |

REQUIRED

ALL REQUESTED INFORMATION MUST BE PROVIDED OR YOUR ORDER MAY BE DELAYED OR ACCESS MAY BE LIMITED

ACCOUNT INFORMATION AND DATA USE

Select Type of Government

- US – Federal
- US – State
- US – Local
- Tribal Government
- Other Government: _____
(Please describe)

Select Type of Academic Institution

- Privately Funded Academic Institution (non-government funded)
- Government Funded Academic Institution

| | | | | |
|---|-------------------------------------|----|-------------------------------------|-----|
| Do your end users have arrest powers? | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | Yes |
| Will you be using the product in relation to the collection of consumer debt (i.e., financial obligations of a consumer relating to a transaction for personal, family, or household purpose)? | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | Yes |
| Will you have end users at any location other than listed above? | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | Yes |
| Will you be using the product, in whole or part, for any consumer-initiated application in order to determine and individual's eligibility for employment, credit, housing, insurance for personal, family, household or government benefit-related purposes? | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | Yes |
| If yes, please explain <u>State Housing Finance Agency</u> | | | | |

PERMISSIBLE USE SELECTIONS

Permissible Use under Gramm Leach Bliley Act

Your use of certain consumer data within the product is limited by the U.S. Gramm-Leach-Bliley Act (15 U.S.C. 6801 et. seq.). In order to access this data you must indicate your permissible use(s) below. If you do not have a permissible use, you must select the "no permissible use" option.

- You certify there is no permissible use.
- For use by a person holding a legal or beneficial interest relating to the consumer.
- For use in complying with federal, state, or local laws, rules, and other applicable legal requirements.
- For use as necessary to effect, administer, or enforce a transaction requested or authorized by the consumer.
- For use in complying with a properly authorized civil, criminal, or regulatory investigation, subpoena, or summons by federal, state, or local authorities.
- For use to protect against or prevent actual or potential fraud, unauthorized transactions, claims, or other liability.
- For use by any Law Enforcement Agency, self regulatory organizations or for an investigation on a matter related to public safety.
- To persons acting in a fiduciary or representative capacity on behalf of the consumer.
- For required institutional risk control or for resolving consumer disputes or inquiries.
- With the consent or at the direction of the consumer.

Permissible Use under Drivers Privacy Protection Act

Your use of certain drivers record and vehicle data is limited by the U.S. Drivers Privacy Protection Act (18 U.S.C. §2721 et seq.). In order to access this data you must indicate your permissible use(s) below. If you do not have a permissible use, you must select the "no permissible use" option.

- You certify there is no permissible use.
- For official use by a Court, Law Enforcement Agency or other Government agency.
- To verify or correct information provided to you by a person in order to prevent fraud, pursue legal remedies or recover a debt; skip tracing.
- For use in connection with a civil, criminal or arbitral legal proceeding or legal research.
- For use in connection with an insurance claims investigation or insurance antifraud activities.

CERTIFICATIONS

By signing below you certify that:

- **YOU UNDERSTAND THAT WEST IS NOT A CONSUMER REPORTING AGENCY AND THIS SERVICE DOES NOT CONSTITUTE A "CONSUMER REPORT" AS SUCH TERM IS DEFINED IN THE FEDERAL FAIR CREDIT REPORTING ACT (FCRA), 15 U.S.C.A. SEC 1681 ET SEQ. YOU ARE STRICTLY PROHIBITED FROM USING ANY DATA, IN WHOLE OR IN PART, AS A FACTOR IN ESTABLISHING A CONSUMER'S ELIGIBILITY FOR CREDIT, INSURANCE, EMPLOYMENT, OR FOR ANY OTHER PURPOSE AUTHORIZED UNDER THE FCRA OR AS THE BASIS FOR TAKING ADVERSE ACTION REGARDING ANY CONSUMER APPLICATION.**
- End users will access and use the data, including personally identifiable information, in accordance with all applicable laws, rules, and regulations. No individual shall access records that require a permissible use unless such a permissible use exists. It is your responsibility to seek guidance and clarification in case of any questions about the proper use of a product. **YOU ARE RESPONSIBLE FOR ANY UNAUTHORIZED COLLECTION, ACCESS, USE, AND DISCLOSURE OF ANY DATA ACCESSED THROUGH OUR PRODUCTS.**
- You agree to immediately notify West of any actual or suspected breach or access to data that may result in the unauthorized collection, access, use or disclosure of any data. You agree to make all reasonable efforts to assist us and our data providers in relation to any investigation, claim, litigation, or other action related to your access, use or disclosure of data.
- You will maintain a comprehensive information security program, including systems, facilities, and procedures to safeguard the data, and that you have experience in maintaining the confidentiality, security, and appropriate use of such information (pursuant to requirements similar to the requirements of section 6103(p)(4) of the Internal Revenue Code of 1986).
- You and your end users are not and will not be involved in credit fraud, identification theft, stalking, harassment, any unethical business practices or illegal activity nor will you further such activities by your customers.
- All information you provided in this AVC Form and all Addendums is true and correct and, if applicable, applies to all locations set forth in the Order Form/Addendum. You understand that you will be required periodically to re-certify information provided in this AVC form.
- Your signature below as "Authorized Representative" certifies that you are the authorized signatory for this account

NEXT STEPS: ONSITE INSPECTION SCHEDULING

The information provided on this AVC form will be reviewed by our internal credentialing team and the onsite inspection will be conducted by an authorized third party. To coordinate the onsite inspection, the third party will contact you directly to arrange a convenient day and time for the visit.

The inspector will seek to verify, among other things, the physical, technical and/or administrative safeguards in place to keep the data safe and confidential.

The onsite inspection will last approximately 30 minutes, during which time the inspector will ask certain questions and gather certain observations intended to validate the information provided on this AVC form. In addition, as is customary in the industry, the inspector will take a few photos of the premises, internal and external, in order to document the customer's physical location as well as security measures and safeguards. At the time of the inspection, it is important that the customer assign an individual or individuals capable of answering pertinent questions to meet with the inspector.

Please provide the name and phone number of the person you would like us to contact to schedule the required on-site inspection (s).

Name: Hugh R. Brown Telephone Number: 850-488-4197

AUTHORIZED REPRESENTATIVE:

Print Name: Hugh R. Brown

Date: 6-17-19

Title: General Counsel

Signature: [Handwritten Signature]

All information is subject to verification and approval by West.