

Credit Verification

Client Letter of Agreement
For Tenant Screening Services

Rev: 10/2015

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**Return by
fax or e-mail**

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Please submit this document to provide the required information. **Be sure to provide all the information requested.**

Instructions:

- 1) Print, complete, sign, and date the form in full. *This will be an annual requirement.* PRINT CLEARLY.
- 2) **Access to e-mail or fax is required for transfer of documents.** *Do NOT* send documents via U.S. mail.
- 3) **Be sure to read page 3** Tenant Application Instructions and Submission Guidelines, **carefully.** It contains **answers to important questions. Your signature indicates acknowledgement of all information.**
- 4) As a Credit Verification client, you ***must* use tenant application forms provided by Credit Verification.**

Application:

Property Owner(s) Name: _____

Contact Name: (If different) _____

Company Name _____

(If Applicable – i.e. LLC, etc.):

Preferred Mailing Address: _____

City, State _____ Zip: _____

Daytime Phone No.: () - _____ Work Fax No.: () - _____
This number is needed **for contact during business hours.** Cell Home

E-mail Address: _____ @ _____

*****May we send reports, information and/or receipts to your e-mail address? Yes No*****

Payment Information: **(Required)** (Enter a Debit or Credit Card Number – Visa, MasterCard, or Discover)

****We do not accept American Express****

Credit/Debit Card No.: _____ - _____ - _____ - _____ Expiration: ____/____

CVV Number (3-digit code on back of card) _____

Person OR Co. Name As Shown On Card: _____

Your Billing Address for card: _____

City, State _____ ZIP: _____

WE DO NOT OFFER BILLING/INVOICING

Credit Verification is required, by agreement with the consumer credit reporting agency, to collect one of the following ID

numbers. **You *MUST* provide the appropriate ID number. If an entity is listed above, the EIN # must be provided.**

SSN: **XXX-XX** - Sole Proprietors or General Partnerships ONLY (last 4 digits)

EIN: - All Business Entity Types (LLC/INC or other)

REQUIRED***Type of screening that will typically be requested:*******

- Full Report (credit, rental history, employment, income verifications. Check for landlord evictions/judgements)
 Credit Payment History Only Criminal Records Check

ALL Rental Properties you own OR Manage. **(Required)** (If you own additional properties, please list on a separate sheet)

Street Address	City/State	Zip	No. of Units	Rent Amount

C. Terms: This letter is an agreement between (Client) and Credit Verification (CV) that CV screens prospective tenants for Client. Client agrees to request CV reports **exclusively for the purpose of screening prospective and current tenants for rental property**, and further agrees to obtain written authorization from said individuals. *CV and Client will hold all personal information in confidence.* *Client agrees to comply with all audit requests from the supplying consumer credit reporting agency.* *CV is prohibited (by consumer credit reporting agency from the release of the actual credit file report.* **Client agrees NOT to release CV reports to applicant.**

D. Billing: Payment in full is due upon completion of report(s). A late fee of five dollars (\$5.00) will be assessed every ten (10) days on any unpaid/open balance not paid upon report completion. Current and valid credit/debit card information is to be supplied and kept on file. Client will be responsible for any extraneous expenses incurred on their behalf. Credit card charge backs at any future date will incur an additional \$15.00 fee. CV client is responsible for **ALL** charges. If a charge back occurs from applicant card, CV client agrees all fees will be placed on his/her card on file.

Service Fees:	
FULL REPORT – Credit payment history, employment, income, rental history and Casenet search for evictions: (Criminal report *Not* included)	\$55, \$65 (married couple) Up To 3 Business Days
CREDIT PAYMENT HISTORY ONLY:	24 Hours OR Less \$35, \$40 (married couple)
CRIMINAL Record Report – Nationwide: *NOT included in Full report* Separate report	\$30 24 Hours or Less
Residential or Employment Verifications (a la carte requests)	Up to 3 business days \$15 each

Full Report <u>Commercial Screening</u> (Includes entity verification)	\$75
<u>Commercial</u> Credit Payment History (Only)	\$50 (per guarantor)
<u>Commercial</u> Leasing or Financial Verifications	\$25 each
*****EXPEDITED SERVICE REQUEST*****	\$15 (additional)

***Criminal record report fee is always per person, regardless of marital status on any type of tenant screening.**
Co-signers are processed as Credit History Only and will require a separate application and fee.

E. Permission and Agreement:

I/we, the undersigned am/are in agreement with the terms and conditions of this Agreement. Client shall indemnify, defend, and hold Credit Verification LLC (CV) harmless from and against any and all costs and liabilities, which may be asserted against CV based upon any use of information furnished through CV. Agreement is in effect upon receipt of this document and/or applications forwarded for the purpose of tenant screening. Permission is granted to verify all property information/ownership, credit card information, and/or identity. In signing this application, the undersigned states that the above information is warranted to be true and hereby authorizes CV to investigate the statements or other data obtained pertaining to financial responsibility and ownership/management of properties to be screened. Fees and conditions of this letter will be in effect until notice of change(s) is given by CV. Either party may cancel this agreement at any time. There are no client fees.

How did you *Originally* hear about us? _____

CV Client Signature

CV Client Signature

Print Name

Print Name

Date ____/____/____ ****CREDIT VERIFICATION ABIDES BY AND FOLLOWS ALL FAIR HOUSING LAWS****

Credit Verification

PLEASE THOROUGHLY READ
THIS IMPORTANT INFORMATION

Application Instructions and Submission Guidelines for Tenant Application Processing

*BEFORE applicant(s) fill out the forms, advise them of the Application Fee and use of a screening service.

In order to process your tenant application request, take care to do the following:

1. You **must use** the tenant **application form(s) provided by Credit Verification.**
2. **MAKE SURE THE APPLICATION IS COMPLETE AND LEGIBLE.** Delays, cease of processing and/or errors can occur, without notice to client, when applications are incomplete or illegible.
3. Make sure the application is signed by both the applicant(s) and property owner/manager. **Applications submitted for the same rental unit *will NOT* be processed simultaneously** unless intended as co-applicants. Otherwise, applications will be processed in the order received. IF received at the same time, co-applicants will be presumed. ****NO EXCEPTIONS****
4. The property **owner/manager is required to complete the top of page one of the Tenant Application form in full.** The monthly rent amount and the unit address are both *required*.

Criminal report is always per person, regardless of marital status. Co-signers are processed for Credit Payment History Only and require a separate application and fee. Credit Card charge back transactions at any future date will be charged an additional fee of \$15.00. Returned checks will be charged a \$30.00 fee.

****Prior ATS clients;** We work a little differently than what you are accustomed to. Please do not collect and/or submit anything from the tenant besides their completed application including proof of income or DL copies. (keep for your file)

- We recommend you collect the application fees up-front. **We verify ONLY what is on the application form. Please do not sign the application until you have examined it thoroughly for completion.**
- **Couples** must be **married** for a **minimum of 12 months** and have the **EXACT same last name** to be submitted on a single application. **A hyphenated last name is a different name.** Example: Johnson and Murphy–Johnson are not considered to be the same. Otherwise, only the first applicant will be considered. **ONLY married couples that meet the above requirements are to be placed on a single application. ALL OTHERS MUST COMPLETE A SEPARATE APPLICATION.** Married couples submitting a single application must complete the **Permission To Obtain Employment Information** form for each person if both are employed.
- Ask to see Driver's Licenses or other State issued photo ID. We also recommend you view Social Security card(s) to verify the SSNs on the cards match the SSNs on the *Tenant Application*. Submission to CV is not necessary. ******If a no-hit credit report is returned due to invalid or incorrect information or in the case of a frozen credit file regardless of reason OR for any other reason a \$20 fee will apply to acquire a corrected credit report.******
- A **Recommendation OR Non-Recommendation Report** and details from the applicant's credit payment history will be returned to you when requesting the Full Report service. Credit Payment History Only requests will not include a recommendation. When requesting criminal records checks, it is not considered in our recommendation. The owner/manager always makes the FINAL DECISION whether or not to rent to the applicant. **CV does NOT relay any information to the applicant or make any leasing decisions.** All communication regarding approval or denial of applicants is the **sole responsibility of the owner/manager.**

*****Applications received *after 2:00 PM* or on non-business days will begin processing on the next business day.*****

I have read this entire document. I understand it is my responsibility to follow the instructions and guidelines contained herein.

Client Signature

PRINT Name

Date: ____ / ____ / ____

CREDIT VERIFICATION ABIDES BY ALL FAIR HOUSING LAWS. LANDLORD EDUCATION OF ALL TENANT LAWS AND COMPLIANCE IS HIGHLY RECOMMENDED