

**Applicant Screening
New Customer Checklist**

MANAGEMENT COMPANY

Customer _____ Member # _____
Contact Name _____

___ I have verified to my satisfaction that the above named customer has a permissible purpose to run credit reports that is compatible with being a rental housing management company.

NOTE – The following unauthorized businesses are not permitted to participate: private investigative agencies, detective agencies, law firms, security services, investigators, lawyers or attorneys, law enforcement, credit repair clinics or similar entities, members of the media, bail bond companies, dating services, asset allocation services, companies known to have been involved in credit fraud or other unethical practices or listed in the Experian Customer Alert report, other resellers.

___ Business checking account bank _____
Account balance \$ _____, OR
___ Voided check (attach) _____

___ Business references (attach list if available)
1. _____
2. _____
3. _____

___ The following additional source of verification were found:

	Yes	No
White page phone listing	___	___
Yellow page or internet phone listing	___	___
Web page address: <u>www._____</u>	___	___

___ Attached is a copy of
___ A signed contract between the company and a property owner, or
___ An unsigned contract with a verified existing client reference,
___ A business report (write "N/A" if report is not available),
___ Copy of business license
___ Service Agreement and Authorization
___ List of all properties for which credit reports will be run

Your Signature _____ Date _____