

Applicant Screening New Customer Checklist

SMALL OWNER

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 small rental housing owner.

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 location services, companies known to have been involved in credit fraud or other unethical practices or listed in the Experian Customer Alert report, other resellers.

___ Property Owner's identity verified by telephone white pages/web look-up and:
___ Driver's license # _____
___ State ID Card # _____
___ Checking account information (attached)

___ A copy of ___ ID Search ___ Trace ___ Retrace is attached.

___ Three signed lease or rental agreements, and

___ A signed Rental Application for each property owned or managed - (max of 2 properties)

___ Ownership of the above property(ies) has been further verified by a copy of the attached document(s) dated within the past 12 months for each property.

___ Deed	___ Public Record	___ Property Insurance
___ Utility Bill	___ Flood Certificate	___ Title Insurance

___ Service Agreement and Authorization

Your Signature _____ Date _____