



# Advance Credit Reports Inc.

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21141 Governors Hwy. #306B  
Matteson, IL. 60443

Phone: (708) 748-9200  
FAX: (708) 748-5011

Dear Landlord,

Thank you for your interest in Advance Credit Reports. Enclosed is our membership package and additional information you have requested. Please review the enclosed material and contact us if you have any questions or concerns.

**To sign-up for our service follow these steps:**

- 1. Completely fill out the FCRA compliance questionnaire and sign/date the bottom.**
- 2. Read and sign/date the Service Agreement.**
- 3. Copy of a voided check from your account.**
- 4. Either fax or mail the forms to us so we can set up the account.**

You also need a signed release waiver from each person on which you run a report on. These releases can be faxed or mailed to us. If you do not have access to a fax machine, you can call your reports into our office. In any case you need to maintain these signed releases from your applicants for at least 2 years.

**We accept Visa or MasterCard only. Customers are invoiced once a month for their account activity.**

If you need any further information please feel free to call us at (708) 748-9200.

Our office hours are:

Monday through Friday 9:00 am to 5:00 pm

Once again, thank you for your interest in Advance Credit Reports Inc.

Sincerely,

Mangement

# Advance Credit Reports Inc. is a Consumer Reporting Agency

## FCRA compliance questionnaire

Congress has limited the use of consumer reports to protect consumers' privacy. We have to establish that you have legitimate business need (such as tenant screening) and verify your identity before we can provide you any information. In order to process your application for membership and setup an account for you, there are certain guidelines we need follow to meet the FCRA and Credit Bureaus' requirements. Please answer all questions; you can be certain that we will keep this information confidential.

**Note:** This questionnaire is for those landlords managing their own properties. If you are managing properties for others or you are an employer and we are setting up an account for employment report please call us for a different questionnaire.

### Billing Information

Company/Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_ (No currency exchange or Office Supply Center Fax)  
(You must provide a valid credit card number to have your account set up)  
Credit card#: \_\_\_\_\_ Exp: \_\_\_\_\_ Type: \_\_\_\_\_

### Basic Information

Your Full Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone: ( ) \_\_\_\_\_ Residing at this address since: \_\_\_\_\_

### Rental Properties

Number of rental units: \_\_\_\_\_ you have been a landlord since: \_\_\_\_\_

Please provide the address of at least one property that you own and rent (include city and state)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Affiliations

As an individual landlord we are assuming that you have rental properties as investment and your primary occupation is different. Please provide the following information:

Your Occupation: \_\_\_\_\_ Name of company you work for: \_\_\_\_\_

Nature Of Your Company/Occupation: \_\_\_\_\_

- Are you or the company that you work for engaged in any of the following businesses (check all that apply)  
 Detective Agency     Private Investigators     Security Services     Attorney at Law     Insurance

### Permissible Purpose

- Consumer reports may only be requested for legitimate purposes, for what purpose are you ordering reports

Tenant Screening     Other (Explain) \_\_\_\_\_

### Additional Certifications

- You have received the document titled Obligations Of End User Under The FCRA
- You have read the document and understand your responsibility fully.
- You will abide by all regulations set forth on said document.
- You will obtain a written release from each applicant that you request consumer reports on and will maintain these releases for a period no less than 2 years.
- You will notify consumers when adverse actions are taken.
- You are in fact the end user of the information received and will not sell any information received.

By signing below I hereby certify that all the information provided above is true and that I have received and read all of the above said certifications.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## Service Agreement

The undersigned certifies that consumer reports, as defined by the Fair Credit Reporting Act, will be ordered only with consumer's consent and when intended to be used as a factor in establishing consumer's eligibility for renting or leasing properties, and that such reports will be used for no other purpose. All other requests for a report which are intended to be used for any other purpose will be specifically identified to Advance Credit Reports Inc. at the time the report is ordered and must be approved by an Advance Credit Reports' officer first before such information is released.

All reports, bulletins or other information, whether oral or written, must be kept strictly confidential except as required by law. No such information will be revealed to any person except one whose duty requires him to pass on the transaction in relation to which the information was ordered. No information will be requested for the use of any other person, on yourself, co-workers, neighbors, or any other person without signed release and not your potential tenant.

Recognizing that information is secured by and fallible through human sources and that for the fee charged, ACR cannot be an insurer of the accuracy of the information, undersigned understands and agrees that the accuracy of any information furnished is not guaranteed by Advance Credit Reports, Inc., and release Advance Credit Reports Inc., and its officers, agents, employees and credit repositories from liability for any negligence in the preparation of such reports and from any loss or expense suffered by us resulting directly or indirectly from any reports.

Undersigned understands and agrees that this agreement constitutes all conditions of service and of reporting, present and future, and applies to all reports requested by your company. No changes in these conditions may be made except by consent in writing from an officer of Advance Credit Reports Inc.

**I certify that I am the person named below and I/We agree to abide by the State and Federal Credit Reporting Acts. I will pay all charges in full before the due date or become liable for an additional \$5.00 late fee per month until the account is paid in full. I further authorize Advance Credit Reports to charge my credit card in event that my balance become past due.**

**By signing below I hereby certify that all information provided here is true and I authorize Advance Credit Reports to conduct any verification necessary to establish my permissible purpose for ordering reports.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Documents to Include

Advance Credit Reports, Inc is required by law to verify identity of all end users and establish that user have permissible purpose. Please provide the following documents to help us certify you as a landlord.

- Copy of current rental application you have from a prospective tenant, if you are establishing this account for future use you can provide a copy rental application or signed lease from an existing tenant, FCRA requires us to establish your purpose for ordering credit reports.
- **Copy of a voided check from your account FCRA requires us to have procedures to confirm identity of all end users.**