



# TENANT SCREENING CENTER INC.

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## THE LANDLORD'S HANDBOOK – RECOMMENDED SCREENING CENTER

P.I. NV Lic# 975

### AGREEMENT FOR SERVICE

Date: \_\_\_\_\_

Your Name \_\_\_\_\_ Last (4) digits of Social Security # \_\_\_\_\_

Firm Name (If applicable) \_\_\_\_\_ Type of Business \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Credit Report Storage Address – (See Getting Started) page 3 item #4

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_ Web Site Address \_http:// \_\_\_\_\_

Please check for Discount Pricing - \$20 annually (for details go to [www.tsci.com/services](http://www.tsci.com/services))

Name on Credit Card \_\_\_\_\_  MC  VISA  AMEX  DISCOVER

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_

#### **RENTAL PROPERTY YOU OWN**

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

More than one rental property. Please attach a list

#### Please check only one:

Tenant Score Card – No Sign up fee - No On-Site Visit Required (See getting started) page 3 item #4a  
Report limited to Tenant Score Card – Decision report. (Limited Credit Information) Account  
Activation takes place during office hours and after required documents are submitted.

Credit reports stored at a Commercial / Business location – On-Site Visit required (See Getting  
Started) page 3 item #4b- Onetime \$54 On-Site Visit fee. Account activation takes place during office  
Hours after required documents are submitted and the On-Site Visits performed.

Credit reports stored at a Residential / Home office location – On-Site Visit required (See Getting  
Started) page 3 item #4b a \$54 Annual On-site Visit Fee. Account activation takes place during office  
Hours after required documents are Submitted and the On-Site Visits performed.

For TSC Use Only  Verified Credit Storage Address  Work Ph#  Web Site Address  OPAC

## SECURITY REQUIREMENTS

These Security Requirements govern your use of Tenant Screening Center, Inc. services. Please read carefully

It is a requirement that all end-users take precautions to secure any information provided by TSC on a consumer. To that end, the following requirements have been established.

Your password must be protected in such a way that this sensitive information is known only to key personnel. Under no circumstances should unauthorized persons have knowledge of your password. The information should not be posted in any manner within your facility.

Your password is not to be discussed by telephone to any unknown caller, even if the caller claims to be an employee.

The ability to obtain credit information must be restricted to a few key personnel. You and your employees will not access consumer credit data on themselves, family, relatives or friends (reports are obtained for the sole purpose of screening tenants).

Hard copies of consumer reports are to be secured within your facility and protected against release or disclosure to unauthorized persons.

You will preserve all rental /credit applications and other consumer documents for at least three years whether the application is accepted or rejected. You agree to make all said documents available to TSC upon request.

Hard copy consumer reports are to be shredded or destroyed, rendered unreadable, when no longer needed and when it is permitted to do so by applicable regulations.

THIS AGREEMENT is between TENANT SCREENING CENTER INC. hereinafter called TSC, and the above named customer. Either party may terminate this agreement at any time by giving written notice to the other.

The Customer understands that TSC specializes in credit information and is regulated by federal laws that must be complied with by both TSC and the customer. The customer certifies that they, to the best of their ability, will abide by all Fair Credit Reporting Acts. The customer agrees not to disclose the report in whole or in part to any third party in compliance with the provisions of public law 91-508, of the Fair Credit Reporting Act.

The customer certifies that consumer credit information, consumer reports, as defined by the Fair Credit Reporting Act, 15 U.S.C. 1681 et seq. ("FCRA"), will be ordered only when intended to be used as a factor in establishing a consumer's eligibility for new or continued credit, collection of an account, or for employment purposes and that consumer credit information will be used for no other purpose. Each request for consumer credit information which is intended for employment purposes will be specifically identified to TSC at the time the information is ordered. The customer certifies that consumer credit information will only be obtained for the following specific permissible purposes and for no other purpose:

(a) in connection with a credit transaction involving the consumer on whom the information is to be furnished and involving the extension of credit to, or review or collection of an account of the consumer, or rental of real property.

Customer certifies that it/he is not a bail bond company, credit repair company (including credit counseling and credit clinics), investigative company (including private investigators and detective agencies), attorney or paralegal firm, news agency or journalist, law enforcement personnel, dating service, asset location service, has never been involved in credit fraud or other unethical business practices, is not listed on any credit reporting agency notification, and that the business operation for which this application is being made is one of renting real property (houses, apartments, or commercial) which the customer does not occupy the unit.

It is recognized and understood that the FCRA provides that anyone "who knowingly and willfully obtains information on a consumer from a consumer reporting agency, under false pretenses, shall be fined not more than \$5,000 or imprisoned not more than one year or both".

The customer further agrees to release TSC, its officers, and agents or employees from any claim for any loss which may occur to the customer through reports furnished. The customer agrees to indemnify, defend and hold TSC harmless from any claims or lawsuits arising out of the information given.

The customer authorizes TSC to charge the above credit card for the signup fee and any reports processed by TSC.

The customer certifies that requested reports for any reason other than tenant screening for the rental of real property, notification will be given to TSC.

The customer certifies that they are the end-user and will not resell the information provided by TSC, either directly or indirectly.

I have read and accept the terms of the Agreement for Service, Access Security Requirements and Credit Scoring Services Agreement.

Customer Signature X \_\_\_\_\_ Date \_\_\_\_\_

Attached is the required documentation listed in "GETTING STARTED" on page 3. \_\_\_\_\_ (initial)

## **Important:**

The following information must be provided **BEFORE** your account can be activated

## **Getting Started:**

1. **Complete the application for membership.** All information is required to ensure Compliance with federal, state and local laws. Any missing information will delay the Set up process.
2. **Submit documented proof:**
  - Copy of the property tax statement or deed showing the ownership of the rental property
  - Valid photo ID (Drivers License)
  - Copy of a blank voided deposit slip with the bank's phone number written on the copy.
  - **If applicable** a copy of a Business or Professional Licenses.
3. **Access Security Requirements and Credit Scoring Service Agreement** govern your use Of Tenant Screening Center, Inc. services.
4. **On-Site Visit:**
  - a. Tenant Score Card Client – **No Sign up fee – No On-Site Visit required**
  - b. Commercial / Residential Clients – Agree to meet with a TSC representative at the Credit Report Storage Address to verify the account holders identity and ability to securely manage confidential credit information

## **Billing:**

'**Tenant Scorecard**' and '**Regular Pricing**' clients will be billed at the time of service, with the Credit card on file.

'**Discount Pricing**' clients will be billed at month-end with the credit card on file.

Click on **SERVICES** tab at [www.tsci.com](http://www.tsci.com) for price list information.

## **Credit Reports and the law**

Before we can legally provide you with access to an applicant's credit history, it's important that you understand a little about the Consumer Reporting Agencies or CRA's. A consumer reporting agency (CRA) is an entity that collects and sells credit and financial information about individuals. The three major credit bureaus, Trans Union, Experian, and Equifax, are the most commonly known national credit reporting agencies.

The Federal Fair Credit Reporting Act (FCRA) mandates that the CRA's, as providers of sensitive personal information, require that potential buyers of such information: Have a legitimate and permissible purpose for access and use of the data (we'll provide the documentation checklist in the next step) and that they intend to use the information in a manner that is consistent with the requirements of federal law and appropriate business practices.

Information about your applicant is key to making an informed business decision for your selection as your next tenant. Tenant Screening Center Inc offers unsurpassed on-line tenant screening services. You choose the type of service and the reports that meet your needs: