

Consumer Report Credentialing

Are You Running Consumer/Credit Reports? Please attach the following current documents:

If Rentals are Under a Business Name:

- Business License (If Any for Rental/Property Management Company/LLC)
- Letter of Intent on Your Company Letterhead
- Corporation/Partnership Articles of Incorporation showing officers/partners (if no Business License)
(i.e. if more than one User is specified on the account)
- Yellow Page listing or website _____

OR

If Rentals are Under Personal Owner(s):

- Current Tax Statement(s) for Each Rental **(Required)**

AND CHOICE (1) OF:

- Utility Bill showing Owner Address and Rental Addresses **OR**
- Statutory Warranty Deed (if new property) or Title Insurance **OR**
- Property Insurance Policy showing Owner Name and Rental Address(es) **OR**
- Voided check **OR** bank statement for Rental Account

AND

- Copy of Owner's Drivers License, State ID **(Required)**
 - Letter of Authorization for property manager and/or representative for Owner (if any – email ok)
 - Copy of Representative's Drivers License, State ID (If any)

I have received or viewed the Notice to Users of Consumer reports either as a handout, by email or on the SCAOA website (under Forms page). _____ Initial _____ Initial (spouse/representative)

- Membership Agreement for Service
- Agreement for Service Part II (FCRA Compliance Worksheet). This document addresses your obligations regarding consumer reports. Our new compliance worksheet also addresses credit scores.

I would like to review and receive credit reports at my home office. I have or will need a site inspection.

- Please email me information on the inspection process
- I will review this information from the SCAOA website

Office Use Only

TrendSource Site Inspection Complete: Yes No

Documentation Complete: Yes No

Follow-up: _____

By: _____

Date: _____