

**Professional Landlord/Agent Registration**

***PRINT THIS ENTIRE PACKET  
THEN READ AND COMPLETE ALL STEPS***

**Step 1** **Professional Landlord/Agent Registration Form**: Complete this form in its entirety (5 pages total) and use it as your cover when faxing.

**Step 2** **Banking and Trade References**: At least one banking and one trade reference is required to corroborate the nature of your business.

**Step 3** **FCRA Summary of Rights**: You must provide every applicant with a copy of the FCRA Summary of Rights.

**Step 4** **Letter of Intent**: Must use business or personal letterhead and include...

- 1) Nature of business
- 2) Intended use of credit reports
- 3) Number of credit reports you expect to pull on a monthly basis
- 4) Type of access (local, regional or national)

**Step 5** **Documents/Agreements**: The following must be included...

- 1) Copy of articles of incorporation or organization (if corporation/LLC)
- 2) Copy of business license (if applicable)
- 3) Copy of phone bill (only required if listing not in 411)

For corporations/LLCs <1 year old, sole proprietors & partnerships, add...

- 4) Copy of 2 months most recent bank account statements
- 5) Copy of office lease or proof of residence ownership, if home office
- 6) Copy of driver license or government issued photo identification

**Finish** Fax all documents to **727.725.8600**

***Please do not forget to include steps 1a, 1b, 1c and 1d.***



AmerUSA.net  
3665 East Bay Drive #204-183  
Largo, Florida 33771  
Ph 727.725.4500 Fx 727.725.8600

**Step 1a**

## Professional Landlord/Agent Registration Form

REGISTRATION TURNAROUND: Our hours are Monday-Friday 9am-5pm EST for new account processing. It may take up to six business hours to process your registration. Access to all services, except credit reports, will then be permitted. Access to credit reports is only available after successfully completing a site inspection which is typically performed within three to five days.

### Landlord/Agent Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ (if applicable)

DBA Name: \_\_\_\_\_ (if applicable)

✓ Check one:  Sole Proprietor/Partnership/LLP  Corporation/LLC  Government/Nonprofit

Nature of Business: \_\_\_\_\_

Physical Address: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Website URL <http://> \_\_\_\_\_

EIN/TAX ID (Required for Corporations/LLCs/Government/Nonprofit): \_\_\_\_\_ - \_\_\_\_\_

### Business Ownership/Personal Information Required for Sole Proprietors/Partnerships/LLPs:

Note: The federally regulated credit bureaus require Sole Proprietors and Partners to have their personal credit report(s) pulled and reviewed for SSN verification, fraud risk and identity theft. If you do not wish to have your credit report pulled, then do not submit this registration; you must register online at <http://www.amerusa.net> for the credit decision report instead.

Owner Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Address: \_\_\_\_\_

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

Owner Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Address: \_\_\_\_\_

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



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**Step 1b**

#### **ADDENDUM TO RESELLER SERVICE AGREEMENT CLASSIC<sup>SM</sup> CREDIT RISK SCORE SERVICES**

1. Based on an agreement with Trans Union LLC ("Trans Union") and Fair Isaac Corporation ("Fair Isaac") ("Reseller Agreement"), AmerUSA.net ("Reseller") has access to a unique and proprietary statistical credit scoring service jointly offered by Trans Union and Fair Isaac which evaluates certain information in the credit reports of individual consumers from Trans Union's data base ("Classic") and provides a score which rank orders consumers with respect to the relative likelihood that United States consumers will repay their existing or future credit obligations satisfactorily over the twenty four (24) month period following scoring (the "Classic Score").
2. Landlord ("Subscriber"), from time to time, may desire to obtain Classic Scores from Trans Union via an on-line mode in connection with consumer credit reports.
3. Subscriber has previously represented and now, again represents that it is a landlord or property manager and has a permissible purpose for obtaining consumer reports, as defined by Section 604 of the Federal Fair Credit Reporting Act (15 USC 1681b) including, without limitation, all amendments thereto ("FCRA").
4. Subscriber certifies that it will request Classic Scores pursuant to procedures prescribed by Reseller from time to time only for the permissible purpose certified above, and will use the Classic Scores obtained for no other purpose.
5. Subscriber will maintain copies of all written authorizations for a minimum of three (3) years from the date of inquiry.
6. Subscriber agrees that it shall use each Classic Score only for a one-time use and only in accordance with its permissible purpose under the FCRA.
7. With just cause, such as delinquency or violation of the terms of this contract or a legal requirement, Reseller may, upon its election, discontinue serving the Subscriber and cancel this Agreement, in whole or in part (e.g., the services provided under this Addendum only) immediately.
8. Subscriber recognizes that factors other than the Classic Score may be considered in making a credit decision. Such other factors include, but are not limited to, the credit report, the individual account history, and economic factors.
9. Trans Union and Fair Isaac shall be deemed third party beneficiaries under this Addendum.
10. Up to five score reason codes, or if applicable, exclusion reasons, are provided to Subscriber with Classic Scores. These score reason codes are designed to indicate the reasons why the individual did not have a higher Classic Score, and may be disclosed to consumers as the reasons for taking adverse action, as required by the Equal Credit Opportunity Act ("ECOA") and its implementing Regulation ("Reg. B"). However, the Classic Score itself is proprietary to Fair Isaac, may not be used as the reason for adverse action under Reg. B and, accordingly, shall not be disclosed to credit applicants or any other third party, except: (1) to credit applicants in connection with approval/disapproval decisions in the context of bona fide credit extension transactions when accompanied with its corresponding score reason codes; or (2) as clearly required by law. Subscriber will not publicly disseminate any results of the validations or other reports derived from the Classic Scores without Fair Isaac and Trans Union's prior written consent
11. In the event Subscriber intends to provide Classic Scores to any agent, Subscriber may do so provided, however, that Subscriber first enters into a written agreement with such agent that is consistent with Subscriber's obligations under this Agreement. Moreover, such agreement between Subscriber and such agent shall contain the following obligations and acknowledgments of the agent: (1) Such agent shall utilize the Classic Scores for the sole benefit of Subscriber and shall not utilize the Classic Scores for any other purpose including for such agent's own purposes or benefit; (2) That the Classic Score is proprietary to Fair Isaac and, accordingly, shall not be disclosed to the credit applicant or any third party without Trans Union and Fair Isaac's prior written consent except (a) to credit applicants in connection with approval/disapproval decisions in the context of bona fide credit extension transactions when accompanied with its corresponding score reason codes; > or (b) as clearly required by law; (3) Such Agent shall not use the Classic Scores for model development, model validation, model benchmarking, reverse engineering, or model calibration; (4) Such agent shall not resell the Classic Scores; and (5) Such agent shall not use the Classic Scores to create or maintain a database for itself or otherwise.
12. Subscriber acknowledges that the Classic Scores provided under this Agreement which utilize an individual's consumer credit information will result in an inquiry being added to the consumer's credit file.
13. Subscriber shall be responsible for compliance with all applicable federal or state legislation, regulations and judicial actions, as now or as may become effective including, but not limited to, the FCRA, the ECOA, and Reg. B, to which it is subject.



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**Step 1b**

(continued)

#### **ADDENDUM TO RESELLER SERVICE AGREEMENT CLASSIC<sup>SM</sup> CREDIT RISK SCORE SERVICES**

14. The information including, without limitation, the consumer credit data, used in providing Classic Scores under this Agreement were obtained from sources considered to be reliable. However, due to the possibilities of errors inherent in the procurement and compilation of data involving a large number of individuals, neither the accuracy nor completeness of such information is guaranteed. Moreover, in no event shall Trans Union, Fair Isaac, nor their officers, employees, affiliated companies or bureaus, independent contractors or agents be liable to Subscriber for any claim, injury or damage suffered directly or indirectly by Subscriber as a result of the inaccuracy or incompleteness of such information used in providing Classic Scores under this Agreement and/or as a result of Subscriber's use of Classic Scores and/or any other information or serviced provided under this Agreement.
15. Fair Isaac, the developer of Classic, warrants that the scoring algorithms as delivered to Trans Union and used in the computation of the Classic Score ("Models") are empirically derived from Trans Union's credit data and are a demonstrably and statistically sound method of rank-ordering candidate records with respect to the relative likelihood that United States consumers will repay their existing or future credit obligations satisfactorily over the twenty four (24) month period following scoring when applied to the population for which they were developed, and that no scoring algorithm used by Classic uses a "prohibited basis" as that term is defined in the Equal Credit Opportunity Act (ECOA) and Regulation B promulgated thereunder. Classic provides a statistical evaluation of certain information in Trans Union's files on a particular individual, and the Classic Score indicates the relative likelihood that the consumer will repay their existing or future credit obligations satisfactorily over the twenty four (24) month period following scoring relative to other individuals in Trans Union's database. The score may appear on a credit report for convenience only, but is not a part of the credit report nor does it add to the information in the report on which it is based.
16. THE WARRANTIES SET FORTH IN SECTION 15.1 ARE THE SOLE WARRANTIES MADE UNDER THIS ADDENDUM CONCERNING THE CLASSIC SCORES AND ANY OTHER DOCUMENTATION OR OTHER DELIVERABLES AND SERVICES PROVIDED UNDER THIS AGREEMENT; AND NEITHER FAIR ISAAC NOR TRANS UNION MAKE ANY OTHER REPRESENTATIONS OR WARRANTIES CONCERNING THE PRODUCTS AND SERVICES TO BE PROVIDED UNDER THIS AGREEMENT OTHER THAN AS SET FORTH IN THIS ADDENDUM. THE WARRANTIES AND REMEDIES SET FORTH IN SECTION 15.1 ARE IN LIEU OF ALL OTHERS, WHETHER WRITTEN OR ORAL, EXPRESS OR IMPLIED (INCLUDING, WITHOUT LIMITATION, WARRANTIES THAT MIGHT BE IMPLIED FROM A COURSE OF PERFORMANCE OR DEALING OR TRADE USAGE). THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
17. IN NO EVENT SHALL ANY PARTY BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL, OR PUNITIVE DAMAGES INCURRED BY THE OTHER PARTIES AND ARISING OUT OF THE PERFORMANCE OF THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO LOSS OF GOOD WILL AND LOST PROFITS OR REVENUE, WHETHER OR NOT SUCH LOSS OR DAMAGE IS BASED IN CONTRACT, WARRANTY, TORT, NEGLIGENCE, STRICT LIABILITY, INDEMNITY, OR OTHERWISE, EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.
18. THE FOREGOING NOTWITHSTANDING, WITH RESPECT TO SUBSCRIBER, IN NO EVENT SHALL THE AFORE- STATED LIMITATIONS OF LIABILITY, SET FORTH ABOVE IN SECTION 16, APPLY TO DAMAGES INCURRED BY TRANS UNION AND/OR FAIR ISAAC AS A RESULT OF: (A) GOVERNMENTAL, REGULATORY OR JUDICIAL ACTION (S) PERTAINING TO VIOLATIONS OF THE FCRA AND/OR OTHER LAWS, REGULATIONS AND/OR JUDICIAL ACTIONS TO THE EXTENT SUCH DAMAGES RESULT FROM SUBSCRIBER'S BREACH, DIRECTLY OR THROUGH SUBSCRIBER'S AGENT(S), OF ITS OBLIGATIONS UNDER THIS AGREEMENT.
19. ADDITIONALLY, NEITHER TRANS UNION NOR FAIR ISAAC SHALL BE LIABLE FOR ANY AND ALL CLAIMS ARISING OUT OF OR IN CONNECTION WITH THIS ADDENDUM BROUGHT MORE THAN ONE (1) YEAR AFTER THE CAUSE OF ACTION HAS ACCRUED. IN NO EVENT SHALL TRANS UNION'S AND FAIR ISAAC'S AGGREGATE TOTAL LIABILITY, IF ANY, UNDER THIS AGREEMENT, EXCEED THE AGGREGATE AMOUNT PAID, UNDER THIS ADDENDUM, BY SUBSCRIBER DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING ANY SUCH CLAIM, OR TEN THOUSAND DOLLARS (\$10,000.00), WHICHEVER AMOUNT IS LESS.
20. This Addendum may be terminated automatically and without notice: (1) in the event of a breach of the provisions of this Addendum by Subscriber; (2) in the event the agreement(s) related to Classic between Trans Union, Fair Isaac and Reseller are terminated or expire; (3) in the event the requirements of any law, regulation or judicial action are not met, (4) as a result of changes in laws, regulations or regulatory or judicial action, that the requirements of any law, regulation or judicial action will not be met; and/or (5) the use of the Classic Service is the subject of litigation or threatened litigation by any governmental entity.



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**Step 1c**

## **Landlord Requirements**

Landlord ("End User") is a Rental Property Owner or Manager and has a permissible purpose for obtaining consumer reports in accordance with the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.) including, without limitation, all amendments thereto ("FCRA"). The End User certifies its permissible purpose as:

In connection with a tenant screening application involving the consumer.

End User certifies that End User shall use the consumer reports: (a) (solely for the Subscriber's certified use(s); and (b) solely for End User's exclusive one-time use. End User shall not request, obtain or use consumer reports for any other purpose including, but not limited to, for the purpose of selling, leasing, renting or otherwise providing information obtained under this Agreement to any other party, whether alone, in conjunction with End User's own data, or otherwise in any service which is derived from the consumer reports. The consumer reports shall be requested by, and disclosed by End User only to End User's designated and authorized employees having a need to know and only to the extent necessary to enable End USER to use the Consumer Reports in accordance with this Agreement. End User shall ensure that such designated and authorized employees shall not attempt to obtain any Consumer Reports on themselves, associates, or any other person except in the exercise of their official duties.

End User will maintain copies of all written authorizations for a minimum of five (5) years from the date of inquiry.

THE FCRA PROVIDES THAT ANY PERSON WHO KNOWINGLY AND WILLFULLY OBTAINS INFORMATION ON A CONSUMER FROM A CONSUMER REPORTING AGENCY UNDER FALSE PRETENSES SHALL BE FINED UNDER TITLE 18 OF THE UNITED STATES CODE OR IMPRISONED NOT MORE THAN TWO YEARS, OR BOTH.

End User shall use each Consumer Report only for a one-time use and shall hold the report in strict confidence, and not disclose it to any third parties; provided, however, that End User may, but is not required to, disclose the report to the subject of the report only in connection with an adverse action based on the report. Moreover, unless otherwise explicitly authorized in an agreement between AmerUSA.net ("Reseller") and its End User for scores obtained from TransUnion, or as explicitly otherwise authorized in advance and in writing by TransUnion through Reseller, End User shall not disclose to consumers or any third party, any or all such scores provided under such agreement, unless clearly required by law.

With just cause, such as violation of the terms of the End User's contract or a legal requirement, or a material change in existing legal requirements that adversely affects the End User's agreement, Reseller may, upon its election, discontinue serving the End User and cancel the agreement immediately.

## **Compliance and Auditing**

Landlord hereby agrees to comply with all policies and procedures instituted by AmerUSA.net and required by AmerUSA.net's consumer reporting vendor. AmerUSA.net will give Landlord as much notice as possible prior to the effective date of any such new policies required in the future, but do not guarantee that reasonable notice will be possible. Landlord may terminate this agreement at any time after notification of a change in policy in the event Landlord deems such compliance is not within its best interest.

Landlord agrees that AmerUSA.net's consumer reporting vendor shall have the right to audit records of Landlord that are relevant to the provision of services set forth in this Agreement. AmerUSA.net will monitor Landlord's permissible uses of the information. Landlord further agrees that it will respond within the requested time frame indicated as requested by AmerUSA.net's consumer reporting vendor regarding information provided by such vendor. Landlord understands that such vendor may suspend or terminate access to the vendor's information in the event Landlord does not cooperate with any such an investigation.

Landlord agrees that AmerUSA.net may monitor Landlord on an ongoing basis to determine Landlord's compliance with applicable law and the provisions of this Agreement. In the event AmerUSA.net determines that Landlord is not in compliance with applicable law or this Agreement, Landlord may immediately discontinue services under this Agreement. Landlord shall remain responsible for the payment for any services provided to Landlord by AmerUSA.net prior to any such discontinuance.



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**Step 1d**

**Site Inspection**

The federally regulated credit bureaus require a site inspection to be performed at the principal place of business. The purpose of this site inspection is to verify that your business facility is commensurate with the size and type of business listed on your Registration Form, Letter of Intent and the identification and certifications made by the individual or business.

The site inspection is a one-time process unless your physical business address changes. The fee for this site inspection is \$75.00 and is non-refundable. Your credit card will be charged by AmerUSA.net upon submission of your Registration Form. The site inspection is then conducted by a credit reporting agency approved vendor.

**Credit Card Billing Information (Visa or MasterCard ONLY)  
We DO NOT accept American Express or Discover**

While there are no membership or registration fees, AmerUSA.net keeps your billing information on file to ensure you can use our services without interruption. Your credit card will be charged only when you place an order or require a site inspection.

Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp Date: \_\_\_\_/\_\_\_\_ (mm/yy)

Individual's Name on Account: \_\_\_\_\_ CVV: \_\_\_\_\_ (code on card back)

Billing Address: \_\_\_\_\_

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

**Net 30 Day Remittance**

If your tenant screening account consistently exceeds \$50 per month, you may apply for our Net 30-Day Remittance.

**Service Agreement**

I hereby agree to all terms and conditions stated in this Registration Form in which I am identified as either "Landlord" or "End User". I hereby grant AmerUSA.net the right to verify all information provided including, but not limited to, banking and trade references and my personal credit history if I am a sole proprietor or a general partner. I also grant permission to charge the above referenced credit card (or any other credit card I may provide in writing or by telephone) for each applicant inquiry I (or my authorized persons) submit. I understand that I am responsible for checking the current pricing and policy on all products and services located at <http://www.AmerUSA.net> before placing any order. AmerUSA.net reserves the right to assign this agreement to another reseller approved by the consumer credit reporting agencies.

Landlord's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ (if different from landlord/agent)





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## Step 2

### Banking and Trade References

#### BANK REFERENCE (Business Checking or Savings)

Name on Account (business name) \_\_\_\_\_

Bank Name \_\_\_\_\_ Contact \_\_\_\_\_

Address, City, State, & Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Acct # \_\_\_\_\_

#### TRADE REFERENCES (No Utility Accounts or Personal References)

Please list up to three business references who can verify you own, manage or place tenants for rental property.

1. Company Name \_\_\_\_\_ Contact \_\_\_\_\_

Address, City, State, & Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Acct # \_\_\_\_\_

2. Company Name \_\_\_\_\_ Contact \_\_\_\_\_

Address, City, State, & Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Acct # \_\_\_\_\_

3. Company Name \_\_\_\_\_ Contact \_\_\_\_\_

Address, City, State, & Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Acct # \_\_\_\_\_

#### AmerUSA use only

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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**Step 3**

## FCRA Summary of Rights

### A Summary of Your Rights - Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§1681-1681u, by visiting [www.ftc.gov](http://www.ftc.gov). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

### FOR QUESTIONS OR CONCERNS PLEASE CONTACT

Federal Trade Commission  
Consumer Response Center- FCRA  
Washington, DC 20580  
1-877-FTC-HELP (1-877-382-4357)



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**Step 4**

## Letter of Intent

(This page serves as a reminder to include a Letter of Intent on your company or personal letterhead.)

\*\*\*SAMPLE\*\*\*

[DATE]

YOUR BUSINESS OR INDIVIDUAL NAME  
1234 Make Believe St  
Fantasy Town, USA 12345

To whom it may concern:

I am requesting access to consumer credit reports for the following reasons:

- 1) The nature of my business is PROPERTY MANAGEMENT (*or tenant placement*).
- 2) I intend to only use this service to SCREEN APPLICANTS FOR TENANCY.
- 3) I will be ordering approximately 10 CREDIT REPORTS PER MONTH (*you must provide a number*).
- 4) The majority of my applicants are (*LOCAL, REGIONAL or NATIONAL—specify one out of the three*).

Sincerely,

[Signature]

[Your printed name]

[Title] (*if applicable*)



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**Step 5**

## **Business or Personal Documents/Agreements**

(This page serves as a reminder to include all applicable agreements, documents and identification.)