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**Sample**

## Site Inspections are not a big deal.

So what happens?

Don't worry, your personal papers and belongings will not be searched.

The intended purpose of the inspection is to have an independent party verify that the commercial or home office you claim to operate from actually exists and is not an abandoned or make believe location.

In addition, the inspector wants to see that you are not engaged in any unauthorized activities or businesses and that you have the ability to password protect your computer and safely store credit files in a lockable drawer or filing cabinet.

There is no need to feel intimidated; it's usually just a 15 minute visit. If you have any questions, please contact customer service and we will be glad to reiterate that it's not a big deal.

Here is a sample inspection report:

1. Did you speak with the contact person? **No**
  - a. If no, with whom did you speak? Please provide their name and title. **John Doe, Operations Manager/Property Manager**
2. Is the company located at the exact address provided by the client? **Yes**
  - a. If no, please explain the discrepancy:
3. Type of neighborhood surrounding the business (check one): **Other**

If other please explain: **The neighborhood is mostly residential with a few commercial buildings in the area.**
4. Status of the neighborhood? **Stable**

If other please explain:
5. Does the location seem appropriate for that particular type of business (e.g. a mortgage company should have office space available for brokers and loan processors, and should be in a location accessible to the public)? **Yes**
  - a. Please provide a brief description: **Office space and equipment was present as well as employees.**
6. Is the office located in a house, apartment, mobile home, trailer, other? Please Explain: **No**
7. Is the business area located in any portion of the living quarters (residential locations only)? **N/A**
8. If residential, is there a separate entrance to the building? **N/A**
9. Type of establishment (check all that apply): **Exclusive Commercial Building**

If other please explain:
10. If the customer shares space or is an Executive Suite, list the names of the other companies and the services that they provide.

- a. Is it separated from other businesses with a lockable door? [N/A](#)
- b. What is the relationship between the companies?
11. Leasing company name and telephone number: [Building is owned.](#)
- a. Are there signs in front of the building or in the lobby referring to the Leasing Company/Agent? [This company does not lease.](#)
12. Does the facility appear to be a permanent office location? [Yes](#)
- If not, please explain:
13. Obtain website address of company being inspected: [www.johndoe.com](#)
14. Is the business license displayed in the office? [Yes](#)
- b. If no, explain:
- c. If yes, please record: License Number [40699](#)
- Expiration Date: [9/30/07](#)
- Business License/SIC on License:
- Licensing Agency/Phone Number: [City of Miami](#)
15. Is there evidence that this is an active business? [Yes](#)
- a. Are employees present, client files, etc.?
16. Office Observations: a. Estimated square footage of office space: [1,200 sq. ft.](#)
- b. Number of employees observed: [2](#)
- c. Number of workstations: [2](#)
- d. Office equipment observed: (Check all that apply) [File cabinets/ Customer files](#)  
[Computers](#) [Copier](#) [Phones](#) [Fax Machine](#)
17. If file cabinets are present, are there working locks? [Yes](#)
18. Are personal items on the desks or in the office of the employees (i.e. pictures of family, degrees/awards on the wall) [Yes](#)
19. Is the location consistent with the industry type (i.e. Car lot has vehicles for sale)? [Yes](#)
- a. If no, please explain:
20. Is there a permanent (cannot be moved) sign that identifies the company? [Yes](#)
- a. If yes, where is it located: [Exterior of building](#)
- b. If no, ask "why?":
- c. Does the sign reflect the same company name provided by Global Compliance? [Yes](#)
- d. If not, what is the exact name appearing on the sign?
21. Are interior and exterior signs present? [No](#)
- Comments: [Exterior sign only](#)
22. What service(s) does it appear they provide (e.g. is there presence of inventory indicative of a retailer, do they serve customers or other businesses; is there presence of equipment indicative of a leasing company, etc.)? [Rents residential and commercial properties](#)
- a. Ask the question, "What type of services and products are provided?" [Commercial contractor - owns rental property, both residential and commercial](#)
23. Is there evidence that the company is involved in or associated with credit repair, legal services of any kind, private investigations, consumer debt counseling, check cashing, process server, pawn shop, pornography or related business, bail bonding, credit reselling/brokering or illegal activity? [No](#)
- a. If yes, please explain:
- b. Secure copies of any applicable literature
24. SECTION II- SUSPICIOUS ACTIVITY: Is there evidence of any suspicious activity? [No](#)
- a. Please explain:
- b. Please note any positive or negative observations related to security of premises, workstations, files, etc.:
25. Is the contact too nice, too angry, evasive, or too inquisitive (attempting to understand/influence inspection process)? Please explain: [The contact behaved in a professional manner.](#)
26. Does the contact have difficulty describing the nature of the business and the company's products and services? [No](#)
- a. If yes please explain:

27. When scheduling the appointment, was the phone answered in a personal capacity, a name other than the provided business name, or a general name (e.g. "corporate office")?  
a. If so, please explain:  
b. Can the contact only be reached by mobile phone? No
28. When at the location, dial the contact number provided. Where does the phone ring? If the phone rings at a location other than the location being visited, please explain.
29. Were there any problems scheduling the physical inspection? No  
a. If so, please explain:
30. Did discussions with the receptionist, secretary, or other employee, conflict with other information provided or raise suspicions? No  
a. If yes, please explain:
31. Location of the equipment used to access credit reports? on a desk in an office
32. SECTION III - SECURITY: What security features are utilized and/or present at the client's location (e.g. door locks, etc.)? door locks, security systems  
a. What are the hours of operation and who can get in? 8:00 - 5:00 M-F Employees only  
b. Is there a security system present? Yes  
c. Is there a security guard on duty? No  
d. Are they present 24 hours a day or just during the day?
33. How are the credit reports secured? Locked filing cabinets
34. How will the customer receive reports: d. Other  
If other, please explain: Fax machine
35. Is the company server located in a secure location? Please explain: It is located in a private office with no access by the public.
36. Are customer files stored in locked file cabinets? Yes
37. How is sensitive information disposed: Shredder  
a. Is a destruction device used? Yes  
b. Are shredders or shredder bins used? Yes  
c. If shredder bins are used, are they secured with a lock? They do not use shredder bins. They use a shredder.
38. How is sensitive data and confidential information stored both during business and after hours (e.g. locked file cabinets, locked office, locked drawers, electronically, etc.)? Locked file cabinets.
39. Is the PC password protected? Yes
40. Is the PC viewable by non-employees? No
41. Is the PC secured to the desk with a PC Lock? No
42. Is access to equipment from which credit reports are pulled restricted? Yes  
a. If yes, how? The office is accessible only to employees.

I certify that I have visited this site and answered the foregoing questions accurately to the best of my ability, and that I understand that falsification of this document is a breach of contract in is subject to legal action. (Type full name here) John Doe



Photos are also taken of the exterior (not shown in sample)