



Checklist of what to send back to Western Reporting – Use this checklist if you own the property(ies)

- New Customer Application
- Access Security Requirements with Signature at the bottom
- Property/Owner Documentation (reference "New Customer Application Documentation" form)
- Multi Insta-Criminal Coverage Disclosure with Signature on Last Page
- Picture or .jpg of property (reference "New Customer Application Documentation" form)
- Exhibit A - for pulling credit

New Customer Application



Ph (800) 466-1996 • Fax (800) 351-4558



Date: _____ Client ID #: _____

Important: **All information must be completed in its entirety.** Please print clearly and legibly to ensure accurate and timely processing.

General Information

Name: _____ Company Name: _____ Yrs in business: _____ yrs _____ mos

Billing address: _____

City: _____ State: _____ Zip: _____ How long have you owned the property? _____ yrs _____ mos

Phone: (____) _____ Fax: (____) _____ Is this your residential address? Yes No

Residential Address (if different from above): _____

City: _____ State: _____ Zip: _____ Ph: (____) _____

Business Information

Nature of Business (Please Circle One) Landlord Apartment Corporation Property Manager

If you are a Landlord/Property Manager how many units do you own/manage _____

Do you have an Investigation License? Yes No If yes, please provide a copy with this application.

Please list 2 business references w/ phone numbers: _____

Type of Ownership (indicate one): Partnership Sole Owner Nonprofit Corporation LLC

Business License Number (if applicable): _____ Do you have any other company name(s) or dba? Yes No

If yes, please list: _____

Individual Information /Principal Agent

Social Security Number: _____ Date of Birth: _____

E-mail _____

PLEASE PROVIDE US WITH A COPY OF YOUR CURRENT DRIVER'S LICENSE

The specific purpose for which Western Reporting product information will be used is tenant screening.
The following options will be available

- Credit/SSN Verification
- Multistate Criminal/SSN/National Sex Offender Registry
- Insta-Eviction Statewide Search
- Residential, Employment and Reference Verification calls (not available as a stand alone option)
- County Search District Court
- County Search Justice Court

Please select your transmission preferences:

Ordering Reports (Please check one of the following two options)

- I would like to order the reports online
- I would like to fax in the orders to 800-466-1996

Receiving Reports (Please check one of the following two options)

- I would like to view the reports online
- I would like to have the reports faxed back to _____

Western Reporting, Inc.
Ph: 800-466-1996 Fax: 800-351-4558

Credit Card Information**Credit cards will be billed at time of order**
 Visa Master Card American Express (Discover Card is not accepted)

Full Name on Card: _____ Phone: (_____) _____

Credit Card Number: _____ Exp. Date (month/year): ____/____ Security Code _____

Authorized Signer: _____ Signature of Authorized Signer: _____

Bank Reference – account in which rents are deposited

Bank Name: _____ Phone: (_____) _____

Address: _____

City: _____ State: _____ Zip: _____

Business Account Name: _____

Business Checking Account Number(s): _____

Compliance Agreement

I have read and understand the "FCRA Requirements" listed as "Exhibit A" and "Reliable Screening Access Security Requirements" and will take all reasonable measures to enforce them within my facility. I certify that we will use Reliable Screening Inc.'s product information solely for the purpose outlined in the "Permissible Purpose/Appropriate Use" section of this application, and for the type of business listed on this application. I will not sell the report to any consumer directly or indirectly. I understand that if this information is used improperly by company personnel, or if company access codes are made available to any unauthorized personnel due to carelessness on the part of any employee of the company, I may be held responsible for financial losses, fees, or monetary charges that may be incurred and that my access privilege may be terminated. I am also aware that the credit bureaus require that I maintain a record of the written authorization for each applicant for a period of 3 years.

Criminal Searches

Reliable Screening advises that for the most thorough screening a multi-state multi jurisdictional database search must be performed with SSN verification as well as county criminal searches in all counties an applicant has lived/worked/or been educated in. All AKA's should also be run through both of these searches.

Verification Policy – Extensive Reports

3 attempts will be made to verify all references provided. A "Final Report" will be sent after the 3rd attempt has been made on these references.

Turn-Around Policy

A "Final Report" or "Preliminary Report" will be sent to the client within 1 business day after receipt. The "Final Report" will be sent within 3 business days after a 2nd or 3rd attempt has been made on all pending verifications. All applications received after 2.30pm will be considered the next day's business. Most reports not requiring EXTENSIVE background are returned in 1 to 2 hours after receipt.

Customer Service

Our Customer Service personnel are available from 8:30am to 4:30pm (MST) Monday-Friday to respond to your inquiries.

I certify that I have read the above statements and that all information provided is accurate. I agree to pay for all services and reports ordered through Reliable Screening. I understand that prices are subject to change at any time. Any litigation will be handled in the State and Federal Courts of Utah.

Company Name (if applicable)_____
Type or Print name of Owner_____
Authorized Signature_____
Date

Western Reporting, Inc.
Ph: 800-466-1996 Fax: 800-351-4558



Commitment, Innovation, Integrity

Access Security Requirements Sign, Return & keep a copy for your reference

We must work together to protect the privacy of consumers. The following measures are designed to reduce unauthorized access of consumer credit reports. In signing the Consumer Reporting Agency Membership Agreement, you agree to follow these measures.

1. You must protect your Consumer Reporting Agency account number and password so that only key personnel know this sensitive information. Unauthorized persons should never have knowledge of your password. Do not post the information in any manner within your facility.
2. System access software, whether developed by your company or purchased from a third party vendor, must have your Consumer Reporting Agency account number and password "hidden" or embedded and be known only by supervisory personnel. Assign each user of your system access software a unique logon password.
3. Do not discuss your Consumer Reporting Agency account number and passwords by telephone with any unknown caller, even if the caller claims to be an employee of the Consumer Reporting Agency.
4. Restrict the ability to obtain credit information to a few key personnel.
5. Place all terminal devices used to obtain credit information in a secure location within your facility. You should secure these devices so that unauthorized persons cannot easily access them.
6. After normal business hours, be sure to turn off and lock all devices or systems used to obtain credit information.
7. Secure hard copies and electronic files of consumer reports within your facility so that unauthorized persons cannot easily access them.
8. Shred or destroy, all hard copy consumer reports when no longer needed
9. Erase or scramble electronic files containing consumer information when no longer needed and when applicable regulation(s) permit destruction.
10. Make all employees aware that your company can access credit information only for the permissible purposes listed in the Permissible Purpose Information section of your membership application. Your employees may not access their own report or the report of a family member or friend if your company does not have permissible purpose.
11. **Please be aware that there are laws governing the release of a credit report to an individual. In cases of Tenant Screening - If you wish to deny the applicant on the basis of credit, give him/her a denial letter (available at www.westernreporting.com). They can submit that to us and we will be able to give them a copy of their credit report. You are NOT to give them a copy directly. For Employment - Special provisions under the FCRA apply. Please call our office to obtain copies of the "pre-adverse condition" and "adverse condition" letters that need to accompany a copy of the report being sent to the applicant.**

Record Retention: It is important that you keep credit applications with a signed release on file for a period of 3 years. This will help to facilitate the investigative process if a consumer claims that your company inappropriately accessed their credit report. However, you may keep the actual copy of the credit report on file for only 6 mos. (the credit report may be used only once) after 6 mos. You are obligated to shred the report "Under Section 621 (a) (2) (A) of the FCRA, any person that violates any of the provisions of the FCRA may be liable for a civil penalty of not more than \$2,500 per violation.

Please sign that you have read and understand your access security obligations under the FCRA

Signature _____

Date _____

**Western Reporting, Inc.
Ph: 800-466-1996 Fax: 800-351-4558**



**New Customer Application
Documentation - Owner**

**(Please provide in addition to completed
New Customer Application Form)**

To document "permissible use" the credit bureau requires all of the following to be on file for at least one of your rental properties:

1. Checking Account information for the account in which rent is deposited. (Can include a voided check or deposit slip from checking account)
2. Please provide a copy of **at least one** of the following from both categories listed below:

Category #1

- a) County Tax Assessor's Bill
- b) Escrow/Closing Statement

And -

3. Please provide a copy of **at least one** of the following:

Category #2

- a) Deed
- b) Public Record verification
- c) Property Insurance
- d) Utility bill
- e) Flood Certification
- f) Title Insurance

The rental property address on these documents must be associated with the name of the person applying for the account.

4. Please provide at least one picture (or a .jpg file) of the property to be rented. The picture must clearly show the address (house) number as indicated on the documentation submitted or the sign for the apartment complex.

New Customer Application
"Exhibit A"



Ph (800) 466-1996 • Fax (800) 351-4558



1. Reseller has access to consumer reports from one or more consumer credit reporting agencies.
2. Subscriber is a Landlord and has a permissible purpose for obtaining consumer reports, as defined by Section 604 of the Federal Fair Credit Reporting Act (15 USC 1681b) as amended by the Consumer Credit Reporting Reform Act of 1996, hereinafter called "FCRA." The subscriber certifies their permissible purpose as:

Please Circle one or more of the following:

- 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
 - In connection with the underwriting of insurance involving the consumer or review of existing policy holders for insurance underwriting purposes, or in connection with an insurance claim where **written permission of the consumer has been obtained**; or
 - In connection with a tenant screen application where **written permission of the consumer has been obtained**; or
 - In accordance with the written instructions of the consumer; or
 - For a legitimate business need in connection with a business transaction that is initiated by the consumer; or
 - As a potential investor, servicer or current insurer in connection with a valuation of, or assessment of, the credit or prepayment risks.
3. Subscriber certifies that it will request consumer reports pursuant to procedures prescribed by Reseller from time to time only for the permissible purpose certified above, and will use the reports obtained for no other purpose.
 4. Subscriber will maintain copies of all written authorizations for a minimum of three (3) years from the date of inquiry.
 5. 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, OR IMPRISONED NOT MORE THAN TWO YEARS, OR BOTH.
 6. Subscriber shall use each consumer report only for a one-time use and shall hold the report in strict confidence, and not to disclose it to any third parties; provided, however, that Subscriber 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 explicitly authorized in this Agreement or in a separate agreement, between Reseller and Subscriber, for scores obtained from Trans Union LLC, or as explicitly otherwise authorized in advance and in writing by Trans Union LLC through Reseller, Subscriber shall not disclose to consumers or any third party, any nor all such scores provided under this Agreement, unless clearly required by law.
 7. With just cause, such as delinquency or violation of the terms of this contract or a legal requirement, or a material change in existing legal requirements which adversely affects this Agreement, Reseller may, upon its election, discontinue serving the Subscriber and cancel this Agreement immediately.

Company (Individual's) Name

Signature

Date

Title

Western Reporting

Nena Vance

V.P. Operations/Customer Service

12/14/2009

Western Reporting, Inc.
Ph: 800-466-1996 Fax: 800-351-4558



Commitment, Innovation, Integrity

Credit/Background Fax Cover Sheet

Fax: 800-466-1996

Southern Nevada Multi-Housing Assoc.

Member Name:

Requested by: _____

Phone Number: _____

Secure Fax Number: _____

of Pages including Cover _____

Applicant Full Name _____

Check if signature is verified

Social Security # _____

Date of Birth _____

Current Address _____

City, State & zip, _____

Please check All That Apply:

- \$13.00
Credit/SSN Verification
- \$7.00
Multistate Criminal/SSN Verification/National Sex Offender Registry
- \$20.00
Direct County Search (Clark County District Court)/National Sex Offender Registry/SSN Verification
- \$14.00
Direct Las Vegas Justice Court Search (non database)
- \$5.00 Insta-Eviction State Wide Search
- *\$5.00 ea Current Employment Verification
- *\$5.00 ea Current Residential/Rental Verification
- *\$5.00 ea Reference Check

***Verifications are not available as a stand-alone option and have a turn-around time of 3 business days.**

**Please provide full application submitted by applicant*



Commitment, Innovation, Integrity

MULTI INSTA-CRIMINAL COVERAGE *Updated 4/09*

AOC- Administrative Office of the Courts - district courts

Courts - District Courts

DOC - Department of Corrections

DPS - Department of Public Safety

CP – Common Pleas

Alabama DOC

Alaska AOC

*Arizona Corrections, Arizona Courts- **except Pima, or Maricopa**, Statewide DOC*

Maricopa Justice and Superior, Mohave Superior and Municipal, Pima Superior and Supreme

Arkansas Corrections, Courts

*California Court Index- **limited information, poor updates***

NO DOB INCLUDED ON MOST RECORDS COUNTY SEARCH RECOMMENDED

Colorado Corrections (only active offenders), Denver Co. Criminal Court

Connecticut Corrections, Courts

*District of Columbia Corrections **incomplete data provided records prior to 2002 only**
county search recommended*

*Florida Corrections, Courts **limited jurisdictions** Alachua, Bay, Brevard, Broward, Charlotte Clay, Dade, Duval, Escambia, Hernando, Highlands, Hillsborough, Indian River, Lake Lee, Leon,, Marion, Manatee, Marion, Martin, Monroe, Nassau, Okaloosa, Orange, Osceola, Palm Beach, Pasco, Pinellas, Putnam, Sarasota, Seminole, St. Johns, Sumter, Suwannee Co.*

*Georgia Bureau of Investigations, Corrections, GA. Parole Board File, **limited jurisdictions**
Bibb, Chatham Common Pleas, Cobb, Dekalb, Richmond*

*Hawaii AOC – **NO DOB INCLUDED***

Idaho Corrections updated 2x per year

*Illinois Corrections, courts **limited jurisdictions***

Adams, Bond, Boone, Bureau, Carroll, Champaign, Clark, Clay, Clinton, Coles, Cook Crawford, Cumberland, DeWitt, Du page, Edgar, Edwards, Effingham, Fayette, Ford, Franklin, Hamilton, Henry, Iroquois, Jackson Jefferson, Daviess, Johnson, Lawrence

Western Reporting, Inc.

Ph: 800-466-1996 Fax: 800-351-4558

Lee, Logan, Macon, Macoupin, Marion, Mclean, Mercer, Montgomery, Morgan, Moultrie, Ogle, Peoria, Piatt, Pike, Pope, Richland, Rock Island, Sangamon, Shelby, Stephenson, Union, Vermilion, Wabash, Washington, Wayne, White, Whiteside Williamson, Woodford

Indiana Corrections

Iowa Corrections, Corrections Probation, incomplete AOC

*Kansas Corrections, **limited jurisdictions** Johnson, Sedgwick, Shawnee*

Kentucky Corrections

*Louisiana Corrections, courts **limited jurisdictions** Bossier Parish, Caddo Parish, Orleans Parish, St Tammany Parish*

*Maine **incomplete DOC prior to 2006 county search recommended***

*Maryland AOC, **incomplete DOC 2004 forward***

Michigan OTIS

*(Offender Tracking System for prisoners, parolees and probationers) **limited jurisdictions**, Antrim, Bay, Grand Traverse, Kent, Leelanau, Macomb,*

Minnesota Corrections, Bureau of Criminal Apprehension, Department of Public Safety

*Mississippi Corrections, Parole Board, **limited jurisdictions** Desoto, Harrison, Hinds*

Missouri Corrections, Courts

Montana Corrections

Nebraska Corrections

*Nevada Corrections **only currently incarcerated inmates or those out discharged in the last 18 mos. Limited jurisdiction** Clark County*

New Hampshire Dept of Corrections,

*New Jersey Courts, Corrections **DOC data provides records from 2000 forward***

New Mexico AOC, Corrections

New York Corrections

North Carolina Corrections, Courts

North Dakota AOC

*Ohio Corrections, **limited jurisdictions** Adams CP and County Court, Allen CP and Municipal, Ashland CP, Ashtabula, Athens CP and Municipal, Auglaize, Brown CP and Municipal, Butler CP and Municipal, Champaign CP and Municipal, Clark CP and Municipal, Clermont, Columbiana CP and Municipal, Coshocton Municipal, Crawford CP, Cuyahoga CP and Municipal, Delaware CP and Municipal, , Erie Municipal, Fairfield CP and Municipal, Fayette Municipal, Franklin CP and Municipal, Fulton CP, Geauga CP and Municipal, Greene CP and Municipal, Guernsey CP and Municipal, Hamilton, Hancock CP and Municipal, Hardin CP, Hocking Municipal, Huron CP and Municipal, Jackson Municipal, Jefferson County courts 1-3 and Municipal, Knox CP and Municipal, Lake CP and Municipal, Lawrence municipal, Licking CP and Municipal, Lorain CP and Municipal, Lucas CP and Municipal, Madison CP and Municipal, Mahoning CP and Municipal, Marion CP and Municipal, Medina CP and Municipal, Miami Municipal, Monroe CP, Montgomery Courts # 1 and 2, CP and Municipal, Muskingum CP and Municipal, Ottawa Municipal, Pickaway Municipal,*

Western Reporting, Inc.

Ph: 800-466-1996 Fax: 800-351-4558

Portage, Preble Municipal, Putnam, Court, Richland CP and Municipal, Ross CP and Municipal, Sandusky CP and Municipal, Scioto CP, Seneca CP and Municipal, Stark CP and Municipal, Summit CP and Municipal, Trumbull CP and Municipal, Tuscarawas CP and Municipal, Union CP, Warren CP, Warren County Court and Municipal, Washington Municipal, Wayne, Wood CP and Municipal,

Oklahoma Corrections, Criminal Justice Center

*Courts **limited jurisdictions** Adair, Alfalfa Atoka, Beaver, Beckham, Blaine, Bryan, Caddo, Canadian, Carter, Cherokee, Choctaw, Cleveland, Coal, Comanche, Cotton, Craig, Creek, Custer, Delaware, Dewey, Ellis, Garfield, Garvin, Grady, Grant, Greer, Harmon, Harper, Haskell, Hughes, Jackson, Jefferson, Johnston, Kay, Kingfisher, Kiowa, Latimer, Leflore, Lincoln, Logan, Love, Major, Marshall, Mayes, McClain, McCurtain, McIntosh, Murray, Muskogee, Noble, Nowata, Okfuskee, Oklahoma, Okmulgee, Osage, Ottawa, Pawnee, Payne, Pittsburg, Pontotoc, Pottawatomie, Pushmataha, Roger Mills, Rogers, Seminole, Sequoyah, Stephens, Texas Tillman, Tulsa, Wagoner, Washington, Washita, Woods, Woodward*

Oregon AOC, Corrections

Pennsylvania Courts, CP, Corrections

Rhode Island Courts, Corrections

South Carolina Corrections

***Limited jurisdiction courts** Anderson, Beaufort, Dorchester, Florence, Georgetown Greenville, Horry, Lexington, Pickens, Richland, Spartanburg, Sumter, York*

Tennessee Correction, Courts,

*Texas DPS, Dept. of Criminal Justice, Courts **limited jurisdictions** Bell, Bexar, Brazoria, Brazos, Burnet, Cameron, Chambers, Collin, Comal, Dallas, Denton, El Paso, Ft. Bend, Galveston, Grayson, Gregg, Guadalupe, Harris, Henderson, Hood, Hunt, Jefferson, Johnson, Kaufman, Lamar, Liberty, Midland, Montgomery, Nueces, Parker Potter Co., Rockwall, Smith, Tom Green, Travis, Victoria, Waller, Williamson*

Utah Corrections, Utah Courts

Vermont DOC

Virginia Courts, Corrections, Fairfax County

*Washington District/Municipal Courts, Superior Courts, Corrections, **Incomplete records – no updates county search recommended***

West Virginia Corrections

Wisconsin Corrections, Courts

P.R.I.O.R.S., Foreign Nationals, National Security Lists, National Sex Offender Registry

Western Reporting, Inc.

Ph: 800-466-1996 Fax: 800-351-4558

*****Full Colorado Courts (Misdemeanor, Felony, criminal traffic) requires a separate search available instantly at an additional charge.***

The following States can only be accessed with a County Search:

Delaware

Massachusetts

South Dakota

Wyoming

***County Searches vary in cost depending on the county.
Most run \$15.00 - \$35.00 per search.***

Multi State Multi Jurisdiction Database Coverage Disclosure

Date:

Company Name:

Type or Print Name of Owner:

Authorized Signature:

I have read and understand the multi state jurisdictional coverage list with it's limitations in coverage as outlined in this document.

It has been explained to me that this search should be accompanied by a walk in county court search wherever indicated in order to access the most complete criminal records coverage available.