



CLIENT ID/MEMBERSHIP NUMBER

**ONSITE INSPECTION AUTHORIZATION**

Please Fax To 855-244-2401

Please note that effective since November 1, 2005, the credit repositories have required that all companies accessing consumer credit must have an on-site facility inspection by a repository approved vendor.

The fee for this service is \$50 and it is required that this fee be paid at the time the inspection is requested.

Once the fee is received, TenantReports.com llc will inform the onsite inspection company to contact you to schedule an on-site inspection of your office. The inspection will require pictures of your office as well as a questionnaire that the inspector must have completed. Please be sure to keep your scheduled appointment. If the inspector cannot complete the inspection because you are not present and they have to come out a second time, an additional \$50.00 must be charged.

The inspector will verify: a locking filing cabinet and paper shredder are present to properly store and destroy credit reports printed / Computers ordering credit reports are password protected / the building is secure with locking doors / the office is NOT a shared space. The inspector will take pictures of the above items.

Please Note: IF YOUR COMPANY MOVES TO A DIFFERENT LOCATION it is required by the credit bureaus to provide us a copy of your updated license and lease agreement showing the updated information for the company name and/or address changes. As mandated by the repositories, each time you move your business to a different location, an onsite inspection is required.

You are required to notify our office if your company changes location. The onsite inspection fee for existing customers who have changed their business location is \$50.

As required by the repositories, existing customers who have relocated to a residential home office must be inspected annually. The annual inspection cost for a residential location is \$50.

THIS POLICY AND PROCEDURE IS DERIVED AND MANDATED DIRECTLY FROM THE REPOSITORIES.

**Please fill out the following information so we can expedite your location's physical inspection:**

I ACKNOWLEDGE TenantReports.com llc will be charging the inspection fee to my company which is payable via credit card.

I agree to be responsible for this payment.



\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE SIGNATURE Date

\_\_\_\_\_

\_\_\_\_\_

Card Type (American Express/Visa/Master Card/Discover

Credit Card Number

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exp. Date 00/00

CSV (3-digit code on the back or 4 Digit on front of AMEX)

Cardholder Name (printed)

\_\_\_\_\_

Cardholder Signature

\_\_\_\_\_

Billing Address for this Credit Card