

# Accurate

## CLIENT APPLICATION

**PRINT-COMplete-SIGN-FAX TO 626 398-0642**

We cannot accept PO Boxes or cellular phone numbers

Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Firm Name (If Applicable) \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Day # \_\_\_\_\_ Fax # \_\_\_\_\_

(Please Complete One of the Following) **Social Security #** \_\_\_\_\_ or

Drivers License # \_\_\_\_\_ or Federal Tax ID # \_\_\_\_\_

I intend to use these background reports for:  Employment Screening  Tenant Screening  Judgment  
 Line of Credit  Property Management  Other \_\_\_\_\_

Credit Card you wish Billed?  Visa  Mastercard  Discover  Amex

Name of Cardholder \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

**I agree to comply and abide with the Fair Credit Reporting Act in its entirety. I also agree to the terms of the (include Security Access Requirements Agreement. I agree to obtain an executed application from each applicant stating consent to view their consumer credit report and will keep the executed application confidentially on file for at least two years. I will not disclose any such information to any other party or resell any information provided to me by Accurate Credit Bureau.**

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Landlords

Address of Rental Property \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County(Not Country) \_\_\_\_\_

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**IMPORTANT DECISIONS DEMAND ACCURATE INFORMATION**

Accurate Credit Bureau 1792 E. Washington Blvd. Pasadena CA. 91104 Phone 626 798-6670 Fax 626 398-0642

www.accuratecredit.com

# Accurate

## Credit Bureau

1792 E. Washington Blvd. Pasadena, CA. 91104

Phone 626 798-6670 Fax 626 398-0642

DATE \_\_\_\_\_ NO. OF PAGES INCLUDING COVER \_\_\_\_\_

ATTN: \_\_\_\_\_

Thank you for choosing Accurate Credit Bureau. We are presently processing your request to access Consumer Credit and Reference Information. The Fair Credit Reporting Act and Federal Law require us to qualify every person requesting consumer credit information. In order to receive credit reports you will need to fax us the following documentation so we may complete your file, provide you a client ID number, and grant you access to all consumer and public records legally entitled to you.

- A copy of your ID (i.e. a drivers license, passport, or military ID)
- A copy of proof of ownership or purpose. (i.e. company license, business license, corporation papers, property insurance papers, tax assessment, deed, mortgage, appraisal, real estate license, etc.)
- A signed copy of the enclosed Access Security Agreement
- A signed copy of the enclosed Employment of Landlord Addendum
- A letter of intent (i.e. I intend to use these credit reports for...)
- Californians** - A signed copy of the enclosed California Civil Code - end user Certification of Compliance

**NOTE: We cannot accept PO Box addresses or cell phone numbers.**

This information is only needed once to complete your file. It will allow us to instantly assign you an Accurate Client ID number and password number. You may use your Client ID number to access our services instantly in the future without further documentation. There is no set up fee or membership required.

If you have any questions please contact us at your earliest convenience. We are open 6AM to 6 PM Monday-Saturday.

Looking forward to working with you.

Accurate Credit Bureau [www.accuratecredit.com](http://www.accuratecredit.com) email corp@accuratecredit.com

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### **Access Security Requirements Service Agreement**

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 Accurate Credit Bureau's Client Application, you agree to follow these measures.

1. You must protect your Client ID 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 Accurate 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 account number and password by telephone with any unknown caller, even if the caller claims to be a representative or employee of Consumer Credit Agency.
4. Restrict the ability to obtain credit 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 regulations(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. By agreeing to this document you agree to release Accurate Credit Bureau, Experian, Equifax, and TransUnion from any litigation, damages, and liabilities arising from supplying credit reports to you and further agree to comply with the FCRA and this Access Security Requirements/Service Agreement in its entirety.

*Record Retention: It is important that you keep credit applications for a reasonable period of time. This will help to facilitate the investigative process if the consumer claims your company inappropriately accessed their credit report. (Note: The [Federal Equal Credit Opportunity Act](#) states that a creditor must preserve all written or recorded information connected with an application for 25 months.) "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."*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Accurate Credit Bureau 1792 E. Washington Blvd. Pasadena CA. 91104

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# *Accurate* Credit Bureau

1792 E. Washington Blvd. Pasadena, CA. 91104

**Phone 626 798-6670 Fax 626 398-0642**

## Employment Addendum

Thank you for choosing Accurate Credit Bureau. In order to receive credit reports for employment purposes, you must first agree to the following addendum and will ensure that prior to procurement or causing the procurement of a consumer credit report for employment purposes (an Employment Insight Report) that:

- (1) a clear and conspicuous disclosure has been made in writing to the consumer at any time before the report is procured or caused to be procured, in a document that consists solely of the disclosure, that a consumer report be obtained for employment purposes; and
- (2) the consumer has authorized in writing the procurement of the report and provided a valid picture ID.

In using a consumer credit report for employment purposes, before taking any adverse action based in whole or in part on the report, the Subscriber shall provide to the consumer whom the report relates:

- (1) a copy of the report
- (2) a description in writing of the rights of the consumer under the Act, a copy of which is attached hereto ("Summary of Consumer Rights").

In addition, the information from the consumer report will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

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## *Credit Bureau*

1792 E. Washington Blvd. Pasadena, CA. 91104

**Phone 626 798-6670 Fax 626 398-0642**

### Landlord Addendum

Thank you for choosing Accurate Credit Bureau. In order to receive credit reports for landlord purposes, you must first agree to the following addendum and will ensure that prior to procurement or causing the procurement of a consumer credit report for landlord purposes that:

- (1) a clear and conspicuous disclosure has been made in writing to the consumer at any time before the report is procured or caused to be procured, in a document that consists solely of the disclosure, that a consumer report be obtained for landlord purposes; and
- (2) the consumer has authorized in writing the procurement of the report and provided a valid picture ID.

In addition, the information from the consumer report will not be used in violation of any applicable federal or state equal opportunity law or regulation.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Print Name\_\_\_\_\_

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**California Civil Code-** End User Certification of Compliance section 1785.14(a)

Section 1785.14(a), as amended, states that a consumer credit agency does not have reasonable grounds for believing that a consumer credit report will only be used for a permissible purpose unless all of the following requirements are met.

Section 1785.14(a)(1) states: "If a prospective user is a retail seller, as defined in Section 1802.3, and intends to issue credit to a consumer who appears in person on the basis of an application for credit submitted in person, the consumer credit reporting agency shall, with a reasonable degree of certainty, match at least three categories of identifying information within the file maintained by the consumer credit reporting agency on the consumer with the information provided to the consumer credit reporting agency by the retail seller. The categories of identifying information may include but are not limited to, first and last name, month and date of birth, driver's license number, place of employment, current residence address, previous residence address, or social security number. The categories of information shall not include mother's maiden name."

Section 1785.14(a)(2) states: "If a prospective user is a retail seller, as defined in Section 1802.3, and intends to issue credit to a consumer who appears in person on the basis of an application for credit submitted in person, the retail seller must certify in writing, to the consumer credit reporting agency that it instructs its employees and agents to inspect a photo identification to the consumer at the time the application was submitted in person. This paragraph does not apply to an application for credit submitted by mail.

Section 1785.14(a)(3) states: "If the prospective user intends to extend credit by mail pursuant to a solicitation by mail, the extension of credit shall be mailed to the same address as on the solicitation unless the prospective user verifies any address change by, among other methods, contacting the person to whom the extension of the credit will be mailed.

In compliance with Section 1785.14(a) of the California Civil Code \_\_\_\_\_

("End User") hereby certifies to Consumer Reporting Agency as follows:

(Please Circle) End User (IS) (IS NOT) a retail seller, as defined in Section 1801.3 of the California Civil Code ("Retail Seller") and issues credit to consumers who appear in person on the basis of applications for credit submitted in person ("Point of Sale"). End User also certifies that if the End User is a Retail Seller who conducts Point of Sale transactions, End User will, beginning on or before July 1, 1998, instruct its employees and agents to inspect a photo identification of the consumer at the time an application is submitted in person. End User also certifies that it will only use the appropriate End User code number designated by Consumer Reporting Agency for accessing consumer reports for California Point of Sale transactions conducted by Retail Seller. If End User is not a Retail Seller who issues credit in Point of Sale transactions, End User shall provide written notice of such to Consumer Reporting Agency prior to using credit reports with Point of Sale transactions as a Retail Seller, and shall comply with the requirements of a Retail Seller conducting Point of Sale transactions, as provided in this certification.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Client ID # \_\_\_\_\_

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## Order Form

Phone 626 798-6670 Fax 626 398-0642

1792 E. Washington Blvd. Pasadena, CA. 91104  
Important Decisions Demand Accurate Information

From: \_\_\_\_\_ Client ID # \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail or Fax # \_\_\_\_\_

### Send with signed applications

- |   |   |
|---|---|
| <input type="checkbox"/> Landlord Preferred (3 Bureaus) *                               | <input type="checkbox"/> U.S. Business Credit Report          |
| <input type="checkbox"/> Single Bureau Tenant Credit Report *                           | <input type="checkbox"/> International Business Credit Report |
| <input type="checkbox"/> Landlord Complete (3 Bureaus, Criminal, and Eviction)*         | <input type="checkbox"/> Canadian Credit Report               |
| <input type="checkbox"/> Single Bureau Employee Credit Report                           | <input type="checkbox"/> Professional License Verification    |
| <input type="checkbox"/> Eviction Check   | <input type="checkbox"/> Military Records                     |
| <input type="checkbox"/> Three Bureau Employee Credit Report                            | <input type="checkbox"/> Marriage Records                     |
| <input type="checkbox"/> Employee Complete (3 Bureaus, Criminal, and Background Bureau) | <input type="checkbox"/> Property Ownership                   |
| <input type="checkbox"/> Single Bureau Judgment Credit Report                           | <input type="checkbox"/> Corporation Verification             |
| <input type="checkbox"/> Two Bureau Judgment Credit Report                              | <input type="checkbox"/> Reverse Phone Directory              |
| <input type="checkbox"/> County Criminal Records  | <input type="checkbox"/> Sex Offender Report                  |
| <input type="checkbox"/> State Criminal Records   | <input type="checkbox"/> Social Security Number Verification  |
| <input type="checkbox"/> Mini Public Records  | <input type="checkbox"/> Other                                |
| <input type="checkbox"/> Complete Public Records  |   |
| <input type="checkbox"/> DMV Driving Record   |   |
| <input type="checkbox"/> DMV Driver's License Information                               |   |
| <input type="checkbox"/> DMV Vehicle Identification Number                              |   |

\*Married couples are processed as two individuals

\*\*One time set up fee of \$25.00 for online use

Total \$ \_\_\_\_\_

Applicant 1 Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Applicant 2 Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Applicant 3 Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

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Phone 626 798-6670 Fax 626 398-0642

- \$12.95** SINGLE BUREAU TENANT CREDIT REPORT WITH FICO, BEACON, OR EMPIRICA SCORES  
Experian, Equifax, or Trans Union with scores and analysis.
- \$29.95** "LANDLORD PREFERRED"  
Experian and Trans Union with scores plus analysis, includes SSN fraud, bad check, and Background Bureau. Returned to you by fax or email within minutes.
- \$60.00** "LANDLORD COMPLETE"  
Experian and Trans Union with scores plus Background Bureau (Landlord Preferred) with Criminal Records and Eviction Check.
- \$11.95** STATE EVICTION REPORTS  
Returned to you by fax or email within minutes.
- \$25.00** COUNTY CRIMINAL RECORDS  
Return time varies depending on the county it has been requested from. Usually 1-3 business days.
- \$25.00** STATE CRIMINAL RECORDS  
Return time varies depending on the state(s) it has been requested from; 28 states are instant, the rest and territories usually take business days.
- \$5.00** MINI PUBLIC RECORDS  
Name, address, phone number, date of birth, and social security number usually verified.
- \$22.50** COMPLETE PUBLIC RECORDS  
Last 15 years of Public Records including property, landlord, relatives, associates, and neighbor information.
- \$15.95** SINGLE BUREAU EMPLOYEE CREDIT REPORT w/FCRA Documents  
Returned to you by fax or email within minutes. Call to order online.
- \$29.95** THREE BUREAU EMPLOYEE CREDIT REPORT  
Returned to you by fax or email within minutes. Call to order online.
- \$80.00** COMPLETE EMPLOYEE BACKGROUND CHECK  
(Includes Employment Credit Report, Criminal Records, and Complete Public Records)
- \$23.95** STATE DRIVING (DMV) RECORDS  
Return time varies depending on the state it has been requested from. Usually 1-3 business days.
- \$15.00** DMV VEHICLE IDENTIFICATION NUMBER  
Returned to you by fax or email within minutes.
- \$30.00** CANADIAN CREDIT REPORT  
Return time varies. Usually 1-3 business days.
- \$15.95** JUDGMENT CREDIT REPORT w/DIRECT CHECK  
Returned to you by fax or email within minutes. Call to order online.
- \$27.95** TWO BUREAU JUDGMENT CREDIT REPORTS  
Returned to you by fax or email within minutes. Call to order online.
- \$89-149** BUSINESS CREDIT REPORTS  
Returned within minutes. Please call for Pricing and availability.
- \$11.50** SINGLE BUREAU TENANT CREDIT REPORTS ORDERED ONLINE  
Experian, Equifax, or Trans Union with scores and analysis. For Volume Accounts – Returned to you instantly.
- \$28.00** THREE BUREAU'S ORDERED ONLINE  
Experian, Equifax, and Trans Union with scores plus analysis. For Volume Accounts – Returned to you instantly.
- \$15.00** EMPLOYMENT CREDIT REPORT  
Experian, Equifax, or Trans Union with fico, beacon, and empirica scores. For Volume Accounts – Returned to you instantly.

**Note: Please call for other services available**

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