

## Membership Application

Failure to complete this application in its entirety will delay and/or deny your approval for membership.  
 Every field MUST be completed.

Company Information	Company Name: _____ Physical Address: _____ EIN or Social Security Number(REQUIRED): _____ <small>Street City State Zip</small> Work Phone: _____ Work Fax: _____ Email: _____ Website: _____ Authorized Contacts (Names and Titles) 1. _____ 3. _____ 2. _____ 4. _____
Personal Information	Complete Name of Owner or CFO: _____ Physical Address: _____ <small>Street City State Zip</small> Billing Address: _____ <small>Street City State Zip</small> Home Phone: _____ Cell Phone: _____ Work Phone: _____ Fax: _____ Email: _____
Property Information	Number of Units owned or managed: _____ Complete addresses of all Properties owned or managed (attach additional sheets if necessary) 1. _____ 2. _____ 3. _____ 4. _____
Billing Information	Name as appears on Credit Card: _____ Address as appears on billing statement: _____ Card Number: _____ Expiration Date: _____ 3-digit security code: _____ Visa or MasterCard (circle one) How would you like to be billed for your services? (Please check only one option) Bill Credit Card: _____ Send Invoice: _____ (paid receipt will be mailed) (we do not accept checks from your applicants)

Tenant Check requires that all clients provide valid credit card information prior to account activation. We do not require that you use this card for payment. However, if your account becomes more than 60 days past due this card will be charged for all outstanding charges, which will include late fees and collection costs, if applicable. By signing below you agree to these terms. Clients are billed on the 1st of each month for all services used for the prior month. The member then has until the due date to make full payment or a 10% late fee will be applied. Collection procedures will begin after accounts become 90 days past due, at the member's expense.

## Services Offered

We have packages that offer our most popular services, or browse our services and customize your own package. All prices are per person or per married couple. Roommates are separate considered separate applications and will be billed separately. Please note that the packages that include criminals include only one criminal report.

To prevent being charged for two reports remember to check for verification of marriage.

Residential Screening Services (please check one)

### **Basic Residential Package \$38.00 provides:**

*To prevent being charged for two reports remember to check for verification of marriage*

- Complete rental history on all addresses located
- Current employment information with salary
- Eviction Information
- Consumer credit report from 1 bureau

### **Deluxe Residential Package \$48.00 provides (\$58.00 total for a married couple)**

*To prevent being charged for two reports remember to check for verification of marriage*

- Complete rental history on all addresses located
- Current employment information with salary
- Eviction Information
- Consumer credit report from 1 bureau
- 1 Criminal report from the county of your choice

### **Ultimate Residential Package \$58.00 provides (\$68.00 total for a married couple)**

*To prevent being charged for two reports remember to check for verification of marriage*

- Complete rental history on all addresses located
- Current employment information with salary
- Eviction Information
- Consumer credit report from 1 bureau
- 1 Nationwide criminal search on all available states
- Sex Offender Database search
- Terrorist Database search
- Most Wanted Database search
- Methamphetamine Database search

### **Credit Only Report 1 bureau \$20.00**

*To prevent being charged for two reports remember to check for verification of marriage*

- Husband and wife are considered one report
- Roommates are considered two reports

### **Nationwide Criminal Search \$25.00 per name**

- Includes all states that are available

### **Corporate Report/Business Background Check \$78.00**

- Complete rental history on all commercial addresses located
- Ownership information
- Banking information
- Court records
- 3 trade references
- Business credit report

### **Corporate Credit/Business Credit Only Check \$50.00**

- Business credit report

How would you like your screening results returned?

By fax: \_\_\_\_\_

by email: \_\_\_\_\_

Fax number: \_\_\_\_\_

email address: \_\_\_\_\_

## Pre-Employment Screening Services

**\_\_\_\_\_ Basic Employment Package \$38.00 provides:**

- Complete employment history (current and previous)
- Personal references verified
- Verification of credentials
- Consumer credit report for employment from 1 bureau

**\_\_\_\_\_ Deluxe Employment Package \$48.00 provides**

- Complete employment history (current and previous)
- Personal references verified
- Verification of credentials
- Consumer credit report for employment from 1 bureau
- 1 County Criminal from the county of your choice

**\_\_\_\_\_ Ultimate Employment Package \$58.00 provides**

- Complete employment history (current and previous)
- Personal references verified
- Verification of credentials
- Consumer credit report for employment from 1 bureau
- Nationwide criminal search on all available states
- Sex Offender Database search
- Terrorist Database search
- Most Wanted Database search
- Methamphetamine Database search

**\_\_\_\_\_ Drug Screening \$75.00**

**\_\_\_\_\_ Motor Vehicle History \$25.00**

**\_\_\_\_\_ Workers Compensation \$25.00**

**\_\_\_\_\_ Credit only for employment purposes 1 bureau \$20.00**

**\_\_\_\_\_ Nationwide Criminal Search \$25.00 per name**

- Includes all states that are available

**\_\_\_\_\_ County Criminal Search \$25.00 per name**

- Your choice of county
- Provides more detailed information

**\_\_\_\_\_ TN Bureau of Investigation Criminal Search \$40.00 per name**

- Provides most detailed information

How would you like your screening results returned?

By fax: \_\_\_\_\_ by email: \_\_\_\_\_  
Fax number: \_\_\_\_\_ email address: \_\_\_\_\_

As a consumer reporting agency we are obligated to call your attention to certain membership requirements that are necessary for legal compliance with various state and federal laws. Failure to comply with any of these requirements will result in immediate cancellation of all membership privileges.

Equifax Information Services (as defined below) will be received by Qualified Member through Tenant Check subject to the following conditions:

1. \_\_\_\_\_Any information services and data originating from Equifax, Transunion, or Experian will be requested only for the Member's exclusive use and held in strict confidence except to the extent that disclosure to others is required or permitted under the last sentence of this paragraph. Only designated representatives of Qualified Member will request Equifax Information Services on Qualified Member's employees, and employees are forbidden to obtain consumer reports on themselves, associates or any other persons except in the exercise of their official duties. Qualified Member will not disclose Equifax, Transunion, Experian, or Tenant Check Information to the subject of the report except as permitted or required by law, but will refer the subject to Tenant Check, who will then refer the subject to the appropriate provider.
2. \_\_\_\_\_Qualified Member will hold Equifax, Transunion, Experian, Tenant Check and all of its/their agents harmless on account of any expense or damage arising or resulting from the publishing or the disclosure of Equifax Information by Qualified Member, its employees or agents contrary to the conditions of provision 1 or applicable law.
3. \_\_\_\_\_Recognizing the information for obtained from Equifax, Transunion, Experian, and Tenant Check is secured by and through fallible human sources and that, for the fee charged, Equifax, Transunion, Experian, and Tenant Check cannot be an insurer of the accuracy of the information. Qualified Member understands that the accuracy of any Equifax Information Services, Transunion, Experian, or Tenant Check information received by Qualified member is not guaranteed by Equifax Information Services, Transunion, Experian, or Tenant Check, and Qualified Member releases Equifax and its affiliate companies, affiliated credit bureaus, agents employees, and independent contractors, Transunion, Experian, and Tenant Check from liability, even if caused by negligence, in connection with Equifax Information Services its affiliate companies, affiliated credit bureaus, agents employees, and independent contractors, Transunion, Experian, and Tenant Check and from any loss or expense suffered by Qualified Member resulting directly or indirectly from Equifax, Transunion, Experian, or Tenant Check Information.
4. \_\_\_\_\_Qualified Member will be charged for the Equifax Information Services, Transunion services, and Experian services by Tenant Check, the credit reporting agency, which is responsible for paying Equifax, Transunion, and Experian for the information they provide.
5. \_\_\_\_\_Written notice by either party to the other will terminate these Terms and Conditions effective ten (10) days after the date of that notice, but the obligations and agreements set forth in provisions 1,2,3,6,7 and 8 herein will remain in force.
6. \_\_\_\_\_Qualified Member certifies that it will order Tenant Check information that are consumer reports, which are provided by Equifax Information Services, Transunion, and Experian, as defined by the federal Fair Credit Reporting Act, 15 U.S.C. 1681 et seq. ("FCRA"), only when Qualified Member intends to use that consumer report information (a) in accordance with the FCRA and all state law counterparts; and (b) for one of the following permissible purposes: (i) in connection with a credit transaction involving the consumer on whom the consumer report is to be furnished and involving the extension of credit to, or review of, or collection of an account of the consumer; (ii) in connection with the underwriting of insurance involving the consumer; (iii) as a potential investor or servicer, or current insurer, in connection with a valuation of, or an assessment of the credit or prepayment risks associated with, an existing credit obligation; (iv) when Qualified Member otherwise has a legitimate business need for the information either in connection with a business transaction that is initiated by the consumer, or to review an account to determine whether the consumer continues to meet the terms of the accounts; or (v) for employment purposes; provided, however, the **QUALIFIED MEMBER IS NOT AUTHORIZED TO REQUEST OR RECEIVE CONSUMER REPORTS FOR EMPLOYMENT PURPOSES UNLESS QUALIFIED MEMBER HAS AGREED IN WRITING TO THE TERMS AND CONDITIONS OF THE RQIFAX PERSONA SERVICE.WILL USE EACH CONSUMER REPORT ORDERED UNDER THIS AGREEMENT FOR ONE OF THE FOREGOING PURPOSES AND FOR NO OTHER PURPOSE.** Qualified Member will comply with the applicable provisions of the FCRA, Federal Equal Credit Opportunity Act, Gramm-Leach-Bliley Act and any amendments to them, all state law counterparts of them, and all applicable regulations promulgated under any of them including, without limitation, any provisions requiring adverse action notification to the consumer. Qualified Member will use each consumer report ordered under these Terms and Conditions for one of the foregoing purposes and for no other purpose.
7. \_\_\_\_\_It is recognized and understood that the FCRA provides that anyone "who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses shall be fined under Title 18, United States Code, imprisoned for not more than two (2) years, or both." Tenant Check may periodically conduct audits of Qualified Members regarding their compliance with these Terms and Conditions. Audits will be conducted by mail whenever possible and will require Qualified Member to provide documentation as to permissible use of particular consumer reports. Qualified Member gives their consent to Tenant Check to conduct such audits and agrees that any failure to cooperate fully and promptly in the conduct of any audit, or Qualified Member's material breach of these Terms and Conditions, constitute grounds for immediate termination of service. If Tenant Check terminates this agreement due to conditions in the preceding sentence, Qualified Member (i) unconditionally releases and agrees to hold Equifax and its affiliate companies, affiliated credit bureaus, agents employees, and independent contractors, Transunion, Experian, and Tenant Check and its agents harmless and indemnify from and against any and all liabilities of whatever kind or nature that may arise from or relate to such termination, and (ii) covenants it will not assert any claim or cause of action of any kind or nature against Equifax and its affiliate companies, affiliated credit bureaus, agents employees, and independent contractors, Transunion, Experian, and Tenant Check, or their agents in connection with such termination.

8. California Law Certification. Qualified Member will instruct its employees to inspect a photo identification of the consumer at the time an application is submitted in person. Before delivering a credit report on a consumer who has applied (a) in person, and (b) for credit Tenant Check must match at least three (3) items of a consumer's identification within the file maintained by Equifax, Transunion, or Experian with the Information provided to Equifax, Transunion, and/or Experian by Qualified Member's inspection of the photo identification of each consumer who applies for in-person credit, taking special actions regarding a consumer's presentation of a police report regarding fraud, and acknowledging consumer demands for reinvestigations within certain time frames.
9. Vermont Certification. Qualified Member certifies that it will comply with applicable provisions under Vermont law. In particular Qualified Member certifies it will order information services relating to Vermont residents that are credit reports as defined by the Vermont Fair Credit Reporting Act ("VFCRA"), only after Qualified Member has received prior consumer consent in accordance with VFCRA Section 2480e and applicable Vermont Rules. Qualified Member further certifies that the attached copy of Section 2480e (Exhibit 1-B) of Vermont Fair Credit Reporting Statute was received.
10. Data Security.
  - 10.1 This provision applies to any means through which Qualified Member orders or accesses the Equifax Information Services, Transunion services, Experian services, or Tenant Check data, including, without limitation, system-to-system, personal computer or the Internet; provided, however, if Qualified Member orders or accesses information via the Internet, Qualified Member shall fully comply with connectivity security requirement specified in paragraph 10.3, below.
  - 10.2 Qualified Member will, with respect to handling Equifax Information Services, Transunion services, Experian services, or Tenant Check information
    - (a) ensure that only Authorized Users can order or have access to the Equifax Information Services, Transunion services, Experian services, or Tenant Check data
    - (b) ensure that Authorized Users do not order credit reports for personal reasons or provide them to any third party except as permitted by these Terms and Conditions.
    - (c) ensure that all devices used by Qualified Member to order or access Tenant Check Information are placed in a secure location and accessible only by Authorized Users, and that such devices are secured when not in use through such means as screen locks, shutting power controls off, or other commercially reasonable security procedures,
    - (d) take all necessary measures to prevent unauthorized ordering of or access Tenant Check Information by any person other than an Authorized User for permissible purposes, including, without limitation, limiting the knowledge of the Qualified Member security codes, member numbers, User IDs, and any passwords Qualified Member may use, to those individuals with a need to know, changing Qualified Member's user passwords at least every ninety (90) days, or sooner if an Authorized User is no longer responsible for accessing the Tenant Check information, or if Qualified Member suspects an unauthorized person has learned the password, and using all security features in the software and hardware Qualified Member uses to order or access information from Tenant Check
    - (e) in no event access the Tenant Check Information via any wireless communication device, including but not limited to, web enabled cell phones, interactive wireless pagers, personal digital assistants (PDAs), mobile data terminals and portable data terminals,
    - (f) not use personal computer hard drives or portable and/or removable data storage equipment or media (including but not limited to laptops, zip drives, tapes, disks, CDs, DVDs, software, and code) to store the Information provided by Tenant Check. In addition, Tenant Check information must be encrypted when not in use and all printed Tenant Check Information must be stored in a secure, locked container when not in use, and must be completely destroyed when no longer needed by cross-cut shredding machines (or other equally effective destruction method) such that the results are not readable or useable for any purpose.
    - (g) if Qualified Member sends, transfers, or ships Tenant Check Information, encrypt the data using the following minimum standards, which standards may be modified from time to time by Equifax, Transunion, Experian, or Tenant Check: Advanced Encryption Standard (AES), minimum 128-bit key or Triple Data Encryption Standard (3DES), minimum 168-bit key, encrypted algorithms,
    - (h) monitor compliance with the obligations of this paragraph 10, and immediately notify Tenant Check, who will in turn alert Equifax, Transunion, and Experian, if Qualified Member suspects or knows of any unauthorized access or attempt to access the Tenant Check Information. Such monitoring will include, without limitation, a review of each Tenant Check invoice for the purpose of detecting unauthorized activity.
    - (i) Not ship hardware or software between Qualified Member's locations or to third parties without deleting all Tenant Check number(s), security codes, User IDs, passwords, Qualified Member user passwords, and any consumer information
    - (j) Access, use and store the Information Services (for purposes of this paragraph 10 "Information Services: shall include without limitation all information and data provided or obtained through use of the Information Services) only at or from locations within the territorial boundaries of the United States, United States territories and Canada (the "Permitted Territory"). Qualified Member may not access, use or store the Information Services at or from, or send the Information Services to, any location outside of the Permitted Territory without first obtaining written permission.
    - (k) Inform Authorized Users that unauthorized access to consumer reports may subject them to civil and criminal liability under the FCRA punishable by fines and imprisonment, and
    - (l) Use commercially reasonable efforts to assure data security when disposing of any consumer report information or record obtained from Tenant Check. Such efforts must include the use of those procedures issued by the federal regulatory agency charged with oversight of Qualified Member's activities (e.g. the Federal Trade Commission, the applicable banking or credit union regulator) applicable to the disposal of consumer report information or records.
  - 10.3 Qualified Member will, with respect to Qualified Member's network security:
    - (a) use commercially reasonable efforts to protect Equifax, Transunion, Experian, and Tenant Check information when stored on servers, subject to the following requirements: (i) Equifax, Transunion, Experian, and Tenant Check Information must be protected by multiple layers of network security, including but not limited to, firewalls, routers, and intrusion detection devices; (ii) secure access (both physical and network) to systems storing Equifax, Transunion, Experian, and Tenant Check Information, must include authentication and passwords that are changed at least every 90 days; and (iii) all servers must be kept current and patched on a timely basis with appropriate security-specific system patches, as they are available,
    - (b) use commercially reasonable efforts to protect Qualified Member's connection with dedicated, industry-recognized firewalls that are configured and managed to adhere to industry accepted best practices,

- (c) only hold Equifax, Transunion, Experian, and Tenant Check Information on an application server which can only be accessed by a presentation server, through one of the following: (i) Dual or multiple firewall method (preferred)-this method consists of a firewall between the Internet and the presentation server(s) and another firewall between the presentation server(s) and the application server holding Equifax, Transunion, Experian, and/or Tenant Check Information. The network firewall should ensure that only the presentation server(s) is/are allowed to access the application server holding Equifax, Transunion, Experian, and/or Tenant Check Information, (ii) Single firewall method (acceptable) - when a dual firewall method is not feasible, a presentation server(s). Multiple interfaces to separate the presentation server(s) and the application server holding Equifax, Transunion, Experian, and/or Tenant Check Information are required. The firewall should be configured to allow only the presentation server(s) access to the application server holding Equifax, Transunion, Experian and/or Tenant Check Information, or (iii) ensure that all administrative and network access to the firewalls and servers must be through an internal network or protected extranet using strong authentication encryption such as VPN and SSH.
- (d) use commercially reasonable efforts to route communications from Qualified Member's internal services to external systems through firewalls configured for network address translation(NAT)
- (e) use commercially reasonable efforts to establish procedures and logging mechanisms for systems and networks that will allow tracking and analysis in the event there is a compromise, and maintain an audit trail history for at least three (3) months for review by Equifax, Transunion, Experian, and/or Tenant Check

10.4. \_\_\_\_ If Equifax, Transunion, Experian, and/or Tenant Check reasonably believes the Qualified Member has violated this paragraph 10, they may, in addition to any other remedy authorized by these Terms and Conditions, with reasonable advance written notice to Qualified Member and at their expense, conduct, or have a third party conduct on their behalf, and audit of Qualified Member's network security systems, facilities, practices, and procedures to the extent they reasonably deems necessary, including an on-site inspection, to evaluate Qualified Member's compliance with the data security requirement of this paragraph 10.

11. \_\_\_\_ These Terms and Conditions will be governed by and construed in accordance with the laws of the State of Georgia, without giving effect to its conflicts of laws provisions. These Terms and Conditions constitute the entire agreement of the parties with respect to Qualified Member receiving Equifax, Transunion, Experian, and/or Tenant Check Information and no changes in these Terms and Conditions may be made except in writing by an officer of Equifax.

12. \_\_\_\_ In using the service of Tenant Check **Customer in all aspects must comply** with the provisions of all applicable state and federal laws, particularly the FCRA. Member certifies that reports are ordered only for member's exclusive use, that member is the end user of the consumer report, and neither the report nor the information contained in the report will be shared with any third party. Member further certifies that consumer reports will be ordered solely for the purpose initialed below and for no other purpose: **(initial applicable purpose below)**

\_\_\_\_ In connection with a transaction in which the consumer has applied to lease, rent or acquire real property; or

\_\_\_\_ For employment purposes but only upon the member making the following certification: that each time a request for information or a credit report is made of Tenant Check for employment purposes it will comply with 604 of the FCRA, namely: (1) the consumer has given a clear and conspicuous written notice, in advance (in a document that consists solely for the disclosure), that a consumer report may be obtained for employment purposes; (2) the consumer has authorized the member, in writing, to procure the report; (3) the information in the consumer report will not be used in violation of any applicable federal or state equal opportunity law or regulation; (4) before taking adverse action, based in whole or in part on the report member will provide the consumer a copy of the report and a description of the consumer's rights under the FCRA. Member further agrees (a) to identify to Tenant Check each request used for employment purposes, and (2) that reports on employees will be requested only by member's designated representation.

By signing below you certify that all information contained in this membership application is true and correct to the best of your knowledge. You certify that you have read the entire membership application, and will abide by each provision noted. You authorize Tenant Check to verify all information contained in this application. By signing below you agree to pay for all services requested by you or your company. You certify that you have verified each applicant's identity through driver's licenses, state issued ID cards, passports, or other valid forms of identification.

Signature: \_\_\_\_\_

Printed/typed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_