

Credit Verification Services

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Tenant Screening Letter of Agreement

This letter is an agreement between (Client) and Credit Verification Services (CVS) that CVS will screen prospective and current tenants for Client, commencing on the date at the top of this agreement. Client agrees to request CVS reports only for the purpose of pre-screening prospective and current tenants. Client further agrees to obtain written authorization from said individuals and keep said written authorization on file for at least 25 months. A denial letter in compliance with FCRA regulations will be sent to all rejected applicants when credit reports are obtained. CVS and Client will hold all information in confidence. Fees and conditions of this letter will be in effect until 30 day notice of change by Credit Verification Services. A new Letter of Agreement will be issued at that time. This agreement may be canceled by either party at any time.

Billing: Payment in full is due upon completion of report(s). Late fees of 10% of the balance will be assessed after 15 days, compounded per billing cycle. You will be responsible for any extraneous expenses incurred on your behalf. Long distance and directory assistance telephone calls to obtain information on your applicants will be billed to you at \$1 per call and will be a line item on the invoice. You may request a detailed report of these charges. A nominal fee of \$5 will be applied to cover the cost of creating an individual detailed report. Current credit card information is to be supplied and kept on file. Payment may be made by credit card or client's check or money order. When paying by check, if payment is not received in 15 days of receipt of invoice, the credit card will be processed for payment and a late fee will be charged. Fee schedule:

- *Credit report ONLY:	\$30.00
- Income/Employer and residential verifications ONLY:	\$30.00
- *Combination report is a credit report and verifications and is a discounted fee:	\$50.00
**Criminal record report for the State of Missouri (INCLUDES all Missouri counties):	\$25.00
**Criminal record report for cities, counties, or states outside Missouri (per record):	\$25.00
Collection letter and collection report to credit bureau, per person:	\$25.00
Rush fee for applicant processing ahead of in-house applications:	\$15.00

*One fee for married couples ONLY IF couple has been married for more than six months AND she has his identical last name. If her name is different or hyphenated, there is an additional fee of \$30 for her credit report.

**The criminal record fee is per person, not per couple.

I am in agreement with the terms and conditions of this Letter of Agreement. Client shall indemnify, defend and hold CVS harmless from and against any and all costs and liabilities which may be asserted against CVS based upon any use of information furnished through CVS. Agreement is in effect upon receipt of this document and/or applications forwarded for the purpose of tenant screening.

Client Signature

Client Signature

Date Submitted _____