

Credit Verification

Credit Screening Client
Letter of Agreement

Phone: 314.772.4500
Fax: 314.772.4100
info@creditverification.com

Return by FAX or email

Thank you for choosing Credit Verification (CV) for your credit screening needs. Please submit this document to become a client or provide the annual update of your information. Be sure to provide all the information requested. It is required, even if you are an existing client.

A. Instructions:

- 1) Print, complete, sign, and date the form. **Please print clearly.**
- 2) Return the completed form to CV.
- 3) Access to e-mail or fax is required for transfer of documents between you and CV.**
- 4) A company representative may contact you by phone or e-mail if additional information is required.

As a Credit Verification client, you must use application forms provided by CV

B. Application:

Contact Name: _____ Title: _____

Organization Name
(If Applicable – i.e. LLC, etc.): _____

Preferred Mailing Address: _____

City, State, Zip: _____

Daytime Phone No.: (____) _____ - _____ Work
 Cell **Fax No.:** (____) _____ - _____
 Home

E-mail Address: _____

May we send information and/or receipts to your e-mail address? Yes No

Payment Information (Enter a Debit or Credit Card Number – Visa, MasterCard, or Discover)

We do not accept American Express

Credit/Debit Card No.: _____ - _____ - _____ - _____ Exp: ____ / ____

CVV Number (3-digit code on back of card) _____

Name on Card: _____

Your **Card** Billing Address: _____

City, State, Zip: _____

Credit Verification is required, by legal agreement with the consumer credit reporting agency, to collect one of the following ID numbers. You must provide the appropriate ID number.

SSN: **XXX-XX** - **Sole Proprietors or General Partnerships *only***
Last 4 digits only

EIN: - **All Other Business Entity Types**

What is the nature of your business? _____

For what purpose will you be requesting credit reports? _____

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C. Terms:

This letter is an agreement between Client (person or organization named above) and Credit Verification (CV) that CV screens prospective recipients of credit (Customers) for Client. Client agrees to request CV reports only for the purpose of screening Customers for the extension of credit to purchase goods and/or services, and further agrees to obtain written authorization from said individuals and keep said written authorization on file for at least 25 months. Client will make every reasonable effort to ensure the confidentiality and security of all personal information belonging to Customers. CV and Client will hold all personal information in confidence. Client agrees to comply with all audit requests from the supplying consumer credit reporting agency. There are no membership charges or dues. Either party may cancel this agreement at any time.

D. Billing:

Payment in full is due upon completion of report(s). A late fee of five dollars (\$5.00) will be assessed every ten (10) days on any unpaid/open balance. To avoid processing or late fees, current and valid credit/debit card information is to be supplied and kept on file. Client will be responsible for any extraneous expenses incurred on their behalf.

Service Fees: Personal credit payment history: \$50 12 or more applications per month Personal Credit Payment History (for personal guarantor) \$35, \$40 (married couple)

*** Married couples must have the same last name to be submitted on a single application. Otherwise, only the first applicant will be considered. A hyphenated last name is a different name.**

E. Permission and Agreement:

I/we, the undersigned authorized agent(s) of the Client, am/are in agreement with the terms and conditions of this Letter of Agreement. Client shall indemnify, defend, and hold Credit Verification (CV) harmless from and against any and all costs and liabilities, which may be asserted against CV based upon any use of information furnished through CV. Agreement is in effect upon receipt of this document and/or applications forwarded for the purpose of credit screening. Permission is granted to verify all credit information. In signing this application, the undersigned states that the above information is warranted to be true and hereby authorizes CV to investigate the statements or other data obtained from my/our customers pertaining to credit and criminal background.

Client Agent Signature

Client Agent Signature

Print Name

Print Name

____ / ____ / ____
Date