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“Every Legitimate Screening Company will require an on site visit although it may be called by another name.”

COMMON QUESTIONS ABOUT THE SITE VISIT:

1. Why do I need to have a site visit?
2. How is the site visit performed?
3. Do other screening companies require a site visit?

ANSWERED ON PAGE 2

includes a *Partial Checklist*

What Makes You ELIGIBLE To Run Credit Reports?????

- If you are a **Property Owner (Landlord)** you must be able to provide proof of ownership of the rental property such as the title or deed to the rental property, Schedule E or other tax document. Mortgage documents must state that it is a Multi-Family dwelling if you live at the same address.
- **Companies** must provide documentation of proof of business. Examples include business license, Articles of Incorporation, business tax document, etc. Please contact sales at 800-888-1287 option 3 for more examples.
- **Real Estate Professionals** must provide proof of real estate licensing. Examples include valid real estate or broker's license.

Getting Started

Complete the entire Application for Membership in full. You can download a copy from our website www.alwayscreen.com under Tenant Screening or call our Customer Service at 1-800-888-1287, option 1.

Approved Group Purchasing Association Members should obtain a copy of the application through their association.

Submit the Completed Membership Application along with all Required Documents plus the Membership Fee. Any Missing Information will Delay the Setup Process.

- Proof of Property Ownership or Business
- Copy of Voided Check or Bank Reference
- Letter of Intent
- Copy of Drivers License
- 3 Signed Past or Present Rental Applications or Leases

All Information is Required to Ensure Compliance with Federal, State, and Local Laws.

For Additional Pricing
Complete the Online
Membership Form.

Schedule and Comply with initial Business Verification Site Visit ("site visit"). This must be completed **BEFORE** your account can be activated.

On Site Visits – Questions Answered

1. Why do I need to have a site visit?

The unfortunate increases in criminal activity relating to access to private information such as credit fraud and identity theft has raised the standards in order to protect everyone against these crimes.

*The credit bureaus and our industry in general, have become more regulated over the years to counteract the threat to people's private information. As a result **the site visit is a mandatory requirement.** Its purpose is to provide third party verification of the information contained on your application.*



2. How is the site visit performed?

*The site visit is generally **performed by a third party company** who has been pre-approved by the credit bureaus, NOT ATS, Inc. The inspection itself **lasts about 20-30 minutes.***

3. Do other screening companies require a site visit?

***Every legitimate screening company** will require an on site, although it may be called something else. Furthermore, it validates you are taking the proper safeguards needed to ensure the personal private information you are receiving is being protected and secured from persons who are not authorized to access this information.*

Partial Checklist

General



- ❖ All confidential files containing private information are required to be kept for 3 years and will be kept in a lockable filing cabinets, including rental applications, leases, and employment applications.
- ❖ There is a shredder or proof of a shredding company to destroy all confidential information once it is no longer needed or required to keep.
- ❖ All computers are secure. Example: Computer screens are (individually password protected) for all Authorized Users, and become "idle" after a certain time period.
- ❖ The On Site Visit must be completed at the location where the files are kept. NOT the rental property.

Business/Commercial Location Inspection

- ❖ The office work area is restricted from unauthorized access. The office is not shared with another business.
- ❖ There is a business license, broker's license, permanent sign or other indications of business legitimacy.

Residential Location Inspection

- ❖ The address which the files are stored matches the address listed on the ATS application for membership.
- ❖ Landlord business is conducted in an area which is separated from the living area by a lockable door.
- ❖ The Primary Account Holder or an Authorized User must be present at time of the on site visit.



Please contact us if you have any further questions about the set up process.