

CREDIT INFORMATION CORPORATION
3800 MCKELVEY RD.
BRIDGETON, MO 63044
Phone 314-344-0084/Fax 314-344-2998

EMPLOYMENT SCREENING SERVICE APPLICATION

To set up your account, you would need to complete the following:

COMPANY NAME _____

COMPANY TELEPHONE NO. _____ FAX NO. _____

COMPANY ADDRESS (FOR ABOVE BUSINESS ENTITY) _____

ALTERNATE TELEPHONE NO. _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

YOUR FIRST NAME/M.I./LAST NAME _____

ADDITIONAL CONTACT PERSON _____

BILLING ADDRESS IF DIFFERENT FROM ABOVE _____

POSITION: OWNER/OFFICER _____ MANAGER (Circle One)

INDUSTRY TYPE _____

INDICATE WHICH SERVICES YOU WOULD BE INTERESTED IN

- Employment Credit Bureau
- Current and previous employment verifications
- Criminal Conviction Report - Statewide
- Criminal Conviction Report - Nationwide
- SSN Verification
- Motor Vehicle Report
- Workmen's Compensation report (State of Missouri only)
- Drug Screening

REQUIRED DOCUMENTS

The following documents and information **MUST** accompany this form:

1. Agreement
2. A copy of your driver's license. This is for signature verification. Be sure the copy is clear and legible.

ADDITIONAL INFORMATION MAY BE REQUIRED

CREDIT INFORMATION CORPORATION

3800 McKelvey Rd.
Bridgeton, MO 63044
314.344.0084 PH/314.344.2998 FAX
Rwarren@tenantscreeningonline.com

AGREEMENT

This agreement is entered into between Credit Information Corporation, 3800 McKelvey Rd., Bridgeton, MO, hereinafter referred to as CIC, and _____ hereinafter referred to as User. The term "User" shall mean the User identified at the end of this Agreement, and his/her/its officers, directors, employees, agents, representatives and assigns, together with any other persons, firms or corporations designated by User to receive any information or report hereunder.

1. Upon acceptance of the above User, CIC will provide upon the User's request, certain credit reports or information. CIC has access to consumer reports from one or more consumer credit reporting agencies. The User agrees that the information is for User's exclusive use only. All information received will be held in strict confidence except to the extent that acknowledgement to others is required by law. The user will be forbidden to attempt to obtain reports on themselves, associates or any other persons except in the exercise of their official duties. User agrees that under no circumstances will information received through CIC be used for litigation purposes of any kind.
2. CIC cannot be an insurer of the accuracy of the information. User understands and agrees that the accuracy of any information is not guaranteed by CIC. Therefore, User agrees to indemnify and hold harmless CIC from and against any liability, injury, expense or damage, including attorney's fees and costs, arising out of, or resulting from, the publication or exposure of any information by CIC to User, or from any revelation or republication of said information by User to any other persons, firms or corporations. CIC reserves the right to obtain consumer credit reports from one or more credit reporting agencies on any individual owner of rental properties or commercial credit reports on property management companies or other businesses with whom we mutually agree to do business.
3. User is a Management Co./Landlord and has a permissible purpose for obtaining consumer reports as defined by Section 604 of the Federal Fair Credit Reporting Act (15 USC 1681b) as amended by the Consumer Credit Reporting Reform Act of 1996, hereinafter called "FCRA". The subscriber certifies their permissible purpose is:

In connection with a tenant screen application involving the consumer; or in connection with employment screening; or for a legitimate business need in connection with a business transaction that is initiated by the consumer.

4. User certifies that it will request consumer reports pursuant to procedures prescribed by Reseller from time to time only for the permissible purpose certified above, and will use the reports obtained for no other purpose.
5. User will maintain copies of all written authorizations for a minimum of 25 months from the date of inquiry.
6. THE FCRA PROVIDES THAT ANY PERSON WHO KNOWINGLY AND WILLFULLY OBTAINS INFORMATION ON A CONSUMER FROM A CONSUMER REPORTING AGENCY UNDER FALSE PRETENSES SHALL BE FINED UNDER TITLE 18, OR IMPRISONED NOT MORE THAN TWO YEARS, OR BOTH. User acknowledges that CIC makes available to user the FCRA Handbook for their review. This information can also be found at www.ftc.gov/os/statutes/fcra.pdf. User acknowledges that they understand and agree to provisions in "FCRA Requirements".
7. User shall use each consumer report only for a one-time use and shall hold the report in strict confidence, and not to disclose it to any third parties; provided, however, the user may, but it is not required to, disclose the report to the subject of the report only in connection with an adverse action based on the report. User will send or request CIC to send a denial letter in compliance with FCRA regulations to all rejected applicants when credit reports are obtained.
8. With just cause, such as delinquency or violation of the terms of this contract or a legal requirement, or a material change in existing legal requirements which adversely affects this Agreement, Reseller may, upon its elections, discontinue serving the User and cancel this Agreement immediately.
9. The undersigned is a duly authorized representative of User with all powers required to execute this Agreement.

In consideration of the acceptance of the said User as a Member by Credit Information Corporation, the undersigned hereby jointly and severally guarantee the payment of all amounts which may become due to Credit Information Corporation by said Company by reason of its said membership, and for all reports issued to said Company by Credit Information Corporation.

User agrees to pay CIC within 30 days of billing. A service charge of 1.5% or a late fee of \$5.00 (which ever is greater) will apply on invoices over 30 days past due. Accounts past due are also subject to suspension of service until such time that delinquencies are corrected. Conditions contained in this agreement are subject to change without written notice from CIC. This agreement may be cancelled by either party, in writing, at any time.

PAYMENT INFORMATION - CHOOSE ONE OF THE FOLLOWING OPTIONS:

- Credit Card No: _____ Expires _____ Visa MCRD
- Send me an invoice. I understand that I will be billed an additional \$5.00 fee for each invoice and agree to pay this fee.
- Email my invoice to the email address listed on this agreement. There will be no charge for this service.

10. The undersigned in signing this agreement states the information contained in this agreement is warranted to be true and hereby authorizes CIC to obtain a credit bureau report on the principal of the business, the owner of a sole proprietorship, or a partner in a partnership or an officer in a corporation if the corporation has been in business for less than one year.

ACCESS SECURITY REQUIREMENTS

Access is permitted only to authorized users of your CIC account who have permissible purpose for obtaining each consumer's credit. It is a requirement that all CIC accounts (End-Users) and their authorized users take precautions to secure any systems or device used to access confidential information. To that end, Subscriber agrees to adhere to the following:

1. The ability to obtain consumer reports must be restricted to a few key personnel.
2. Your account number and password must be protected to ensure that sensitive information is known only to key personnel. Under no circumstances should unauthorized persons have knowledge of your account number. The information should not be posted in any manner within your facility.
3. Electronic files containing consumer data and/or information will be completely erased and rendered unreadable when destruction is permitted by applicable regulation(s).

USER:

ACCEPTED:

(Name of User)

CREDIT INFORMATION CORP.

By: _____
(Signature of Authorized Representative)

By:

(Street Address of User)

(City, State, Zip)

Date: _____

(Name of Contact)

Referred By: _____

(Phone Number) _____
(Fax Number)

Customer Type: _____

(Social Security No./Tax I.D. No.)

E-Mail Address: _____

Please sign the agreement and return the required documents to Bev@tenantscreeningonline.com or fax to 888-242-5242. Upon receipt we will set up your account.