



Nationwide: 800-658-7650
 Nationwide Facsimile: 800-658-7651



Landlord Info Systems have made the task of joining our team as easy as filling out a few forms. Enclosed you will find the necessary Setup Forms and Documents you will need to setup your account.

When completed, please fax all documents to 800-658-7651. Once we receive your documents, and verify your eligibility, we will contact you within 2 days to inform you of your account status. If you requested a On-Line account, we will include your User Name & Password , so you can access the Information Gateway on the web. If you requested a By-Fax account, our contact information will be faxed to you.

Please provide us with the following information regarding your qualifications to obtain consumer credit reports. This information is required by the Credit Reporting Agencies, to show permissible purposes for pulling a credit report.

All of the items requested below need to be provided so we may approve your account. If you have any questions about these requests please contact us.

INFORMATION NEEDED FOR ACCOUNT SETUP

Please provide copies of the following:

- Copy of your Telephone Bill verifying the business line.
- Real Estate License OR Business License showing the name and your business.
- Sample of your Rental Application.

Please complete and return the following enclosed documents:

- Client Service Application
- Corporation, LLC, Partnership, or Trust Information if it applies to your company.
- Completed Application Questionnaire, with three (3) Business References.
- FCRA Acknowledgment
- Access Security Requirement
- Letter of Intent (See enclosed Instruction Sheet)
- On-site inspection form

If company is a Sole Proprietor or Partnership please complete and include:

- Consent to Credit Check form
- Include a copy of the Owners Government/State issued photo ID, or Drivers License

If Business is less than 1 year old please include one of the following:

- Copy of your Business Lease or proof of Building Purchase.
- Copy of recent Bank Statement

Trishanon thanks you for providing this information for the Credit Reporting Agencies, and apologizes for your inconvenience. Be sure to include this page with your other documents when you fax them back to us at 1-800-658-7651.

If you have any questions, please contact us at your convenience at 800-658-7650.

**Thank You
 Trishanon Companies**

CLIENT SERVICE APPLICATION

COMMUNITY INFORMATION

Company Name:	Phone Number:
Physical Address:	Fax Number:
City, State, ZIP:	Number of Units:
Contact Person:	Title:

OWNER / MANAGEMENT COMPANY INFORMATION

Mgmt Company Name:	Phone Number:
Physical Address:	Fax Number:
City, State, ZIP:	Federal Tax ID/EIN:
Email Address:	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust <input type="checkbox"/> LLC
Contact Person:	<input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Who is responsible for payment of your Invoices: <input type="checkbox"/> Company listed above <input type="checkbox"/> Office Listed Below Where should invoices be sent to: <input type="checkbox"/> Company listed above <input type="checkbox"/> Office Listed Below	
Entity Name:	Phone Number:
Billing Address:	Contact Person:
City, State, ZIP:	Billing Contact:

BANKING INFORMATION

Bank Name:	Phone Number:
Branch Address:	Fax Number:
City, State, ZIP:	Account Number:

Please Choose the method for access: On-Line Account or By Fax Only

Please choose the products you wish to access:

- | | |
|--|---|
| <input type="checkbox"/> Credit Profile | <input type="checkbox"/> People Search |
| <input type="checkbox"/> Criminal Search | |
| <input type="checkbox"/> Eviction, Lien, & Judgment Search | <input type="checkbox"/> Sex Offender Search (Fax Only Clients) |

I certify that the information provided on this application is true. I understand that by the signature below, Trishanon may pull a personal credit report on owners, or owners agents for the property / company listed above in connection with the approval of this application.

Signature: _____ Date: _____
 Title: Sole Proprietor Agent for Owner _____
Corporations need to fill out the (Corporation Form)

Printed Name: _____

This page only needs to be completed if your company is a Corporation, LLC, Partnership, or Trust.

Name of Entity:		Phone Number:	
Doing Business As:		Fax Number:	
Physical Address:		Email Address:	
City, State, ZIP:		Federal Tax ID #:	
Where should invoices be sent to: <input type="checkbox"/> Above Location <input type="checkbox"/> Management Co <input type="checkbox"/> Community / Property <input type="checkbox"/> Address Below			
Billing Address		Contact Name:	
City, State, ZIP:		Contact Title:	

OFFICERS INFORMATION

Officer Name:		Title:	
Residence Address:		Phone Number:	
City, State, ZIP:		Social Security #:	
Officer Name:		Title:	
Residence Address:		Phone Number:	
City, State, ZIP:		Social Security #:	
Officer Name:		Title:	
Residence Address:		Phone Number:	
City, State, ZIP:		Social Security #:	
Officer Name:		Title:	
Residence Address:		Phone Number:	
City, State, ZIP:		Social Security #:	

BANK AND TRADE REFERENCE INFORMATION

Bank Name:		Phone Number:	
Branch Address:		Fax Number:	
City, State, ZIP:		Account Number:	
Contact Person:		Account Number:	

TRADE REFERENCES

Company Name:		Phone Number:	
Address:		Contact Person:	
Company Name:		Phone Number:	
Address:		Contact Person:	
Company Name:		Phone Number:	
Address:		Contact Person:	

I certify that the information provided on this application is true. I understand that by the signature below, Trishanon may pull a personal credit report on the Corporate Officers listed above in connection with the approval of this application.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

AGREEMENT FOR SERVICE
For Managers and Management Companies of
RENTAL PROPERTIES, MULTIHOUSING PROPERTIES and COMMERCIAL PROPERTY
(Subscriber Agreement)

TRISHANON Company ("TRISHANON")
Manager / Management Company ("Subscriber")

This Agreement is made by and between the undersigned ("Subscriber"), desiring to receive consumer information through TRISHANON, a broker of consumer credit information ("Broker"), agrees that all consumer credit information that will be received through TRISHANON is subject to the following conditions:

1. TRISHANON agrees to furnish to Subscriber the following: personal identifier records (SSN Trace), rental history verification, employment verification, civil and/or criminal records, credit records, and consumer credit reports, as requested by the Subscriber. TRISHANON will use its best efforts to deliver the consumer reports requested in an expeditious manner, however, TRISHANON shall have no obligation or liability to Subscriber for any delay or failure to deliver consumer reports caused by the parties providing data or information to TRISHANON, or by any other third-party. TRISHANON is a federally regulated Consumer Reporting Agency as defined by the Fair Credit Reporting Act for the purpose of providing consumer credit information in accordance with all applicable guidelines and confidentiality as stipulated within applicable statutes.
2. Information will be requested only for Subscriber's exclusive use. All consumer information will be held in strict confidence, except to the extent that disclosure to others is required or permitted by law. Subscribers are forbidden to obtain reports on themselves, family members, associates or any other persons except in the exercise of their official management duties. Subscriber will not disclose consumer credit information to the subject of the information except as permitted by law, but will refer the subject to the "Provider Contact Information" as identified on the consumer credit profile. Subscriber is required to have the applicant complete a rental application that has the property address listed, along with the applicants full name, current address, social security number, date of birth, and applicants signature (clearly and conspicuously authorizing the subscriber to obtain a consumer report). The subscriber is required to store the Rental Application for three (3) years from the date of inquiry.
3. The information obtained by TRISHANON is derived from consumer credit reports, databases, and records that have been created and maintained by various government agencies, private companies, and other contributors that are not under the control of TRISHANON. Responsibility for the accuracy of the information contained in these consumer reports, databases, and records rests solely in the contributor. Recognizing that information is secured by and through fallible human sources and that for the fee charged, TRISHANON cannot be an insurer of the accuracy of the information. Subscriber understands that the accuracy of any information furnished is not guaranteed by TRISHANON. Subscriber releases TRISHANON, and independent contractors, from liability for any negligence in connection with the information and from any loss or expense suffered by Subscriber resulting directly or indirectly from TRISHANON provided information or that of any TRISHANON affiliated companies. The Subscriber waives any and all claim or claims against TRISHANON arising out of, or related to, the accuracy of the information provided by TRISHANON.
4. All consumer information will be charged to Subscriber by TRISHANON. Subscriber agrees to pay TRISHANON the applicable charges for the various services rendered to Subscriber as specified in TRISHANON's screening service list, which is subject to change from time to time. Subscriber agrees to pay TRISHANON prior to receiving said consumer reports. Or if Subscriber has a credit account with TRISHANON, the subscriber agrees to pay all applicable charges within thirty (30) days of receipt of the information or consumer report requested. All monetary obligations to TRISHANON for services rendered which are past due fifteen days or more may, at the election of TRISHANON, bear interest at the rate of twenty-one percent 21% per annum. In the event that legal action is necessary to obtain the payment of any monetary obligations to TRISHANON, the Subscriber shall be liable to TRISHANON for all costs and reasonable attorneys' fees incurred by TRISHANON in collection of such obligations.
5. Written notice by either party will terminate this agreement, but the obligations and agreements set forth in this agreement will remain in force.
6. The Fair Credit Reporting Act (FCRA) governs the activities of consumer reporting agencies, as well as the users of the information procured from these agencies. A consumer report contains information on a applicant's character, reputation, and other personal data; therefore, use of such information is strictly regulated by the FCRA. Among other things, the FCRA prohibits persons from obtaining consumer reports unless that person discloses to the applicant, in writing, that such a report may be acquired, and obtains the written authorization of the applicant to inquire into this background information. The FCRA also requires landlords to take additional steps when they make a decision based in whole or part on the background information. These steps are intended to give the applicant the opportunity to dispute any information contained in the background or consumer report.
7. Subscriber certifies that consumer credit information as defined by the Fair Credit Act 15 U.S.C. 1681 ("FCRA"), will be ordered only when intended to be used as a factor in establishing consumers eligibility for new or continued property rental, and that consumer credit information will be used for no other purpose.
Subscriber certifies that consumer credit information will only be obtained in connection with a property rental transaction involving the consumer whom the information is to be furnished on, and involving the extension of credit. It is recognized and understood that the FCRA provides that anyone who knowingly and willfully obtains information on a consumer from a credit reporting agency under false pretenses shall be fined not more than \$5,000 or imprisoned not more than one year, or both. TRISHANON urges all subscribers to review the restrictions and requirements of the FCRA. Please note, particularly, the Permissible Purposes of Reports, as well as requirements on Users of Consumer Reports and Obtaining Information Under False Pretenses.

8. Subscriber's has been informed, prior to Subscriber receiving consumer information, of the FCRA and other obligations with respect to the access and use of consumer reports. Subscriber insures that they will NOT obtain consumer credit reports for personal reasons, or provide them to any third party. Subscriber acknowledges that TRISHANON will immediately cancel service if TRISHANON suspects or knows of unauthorized access to consumer credit information. TRISHANON now informs the Subscriber and their employees with a need to know, that unauthorized access to consumer reports may subject them to civil and criminal liability under the FCRA punishable by fines and imprisonment. By signing this document, Subscriber certifies that it acknowledges the sensitivity and confidentiality of the information contained in the consumer report and Subscriber agrees that information obtained from a consumer report will not be used in violation of any applicable state or federal laws.
9. By signing this document, Subscriber acknowledges that it has read and understands the requirements of the Fair Credit Reporting Act. Subscriber agrees that it will comply with all such requirements, and Subscriber agrees that it shall defend, indemnify and hold TRISHANON, its directors, officers, employees, agents, successors and assigns, harmless from any and all claims, liability, costs or damages whatsoever arising out of or related to Subscriber's failure to comply with the requirements of the FCRA. Subscriber further agrees that it shall defend, indemnify and hold TRISHANON, its directors, officers, employees, agents, successors and assigns, harmless from any and all claims, liability or damages whatsoever arising out of or related to the accuracy or use of the services or data provided under this Agreement. Subscriber will hold TRISHANON, and all their agents, harmless on account of any expense or damage arising or resulting from the publishing or other disclosure of consumer credit information contrary to these conditions by Subscriber or its agents. Subscriber also acknowledges full liability in any action taken against TRISHANON by a consumer resulting from the Subscribers negligence, or the Subscribers respective employees, representative, or agent's negligence, concerning the disclosure of consumer information obtained through TRISHANON as defined in the FCRA and/or this Subscriber Agreement.
10. Any controversy or claim arising out of, or relating to this Agreement, or the breach thereof, shall be settled by arbitration in Arizona, in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. In the event a dispute arises with respect to this Agreement, the party prevailing in such dispute shall be entitled to recover all expenses, including, without limitation, reasonable attorneys' fees and expenses incurred in ascertaining such party's rights, and in preparing to enforce, or in enforcing such party's rights under this Agreement, whether or not it was necessary for such party to institute suit or submit the dispute to arbitration.
11. This Agreement will be governed by and construed in accordance with the laws of the State of Arizona, without giving affect to its conflicts of law provisions. This agreement constitutes the conditions of receiving consumer credit information through TRISHANON and no changes to this Subscriber Agreement may be made, except in writing by an officer of TRISHANON. The undersigned is a Subscriber, or duly authorized "Representative of Subscriber", with all powers required to execute this Agreement

_____ I have read and understand this Subscriber Agreement, and will only obtain, or cause to be obtained, a consumer report for tenant screening purposes.
(To be initialed by the person signing as, or on behalf of, Subscriber.)

_____ I have read the FCRA located at www.trishanon.com/fcra.html and understand its requirements on users of consumer reports and the penalties for obtaining consumer report information under false pretenses.
(To be initialed by the person signing as, or on behalf of, Subscriber.)

Subscriber:

Company Name

Phone Number

Address

Fax Number

City State Zip

City License/Tax/ Number

Name of Person Signing (PLEASE PRINT)

Title

Signature

Date

Trishanon Companies — Application Questionnaire

Company Name: _____

1. What will you be using Credit report for?
 Tenant Screening Employment Screening and/or _____
2. Your Business has existed for: _____ year's _____ months.
3. Check type of business location: Commercial Residential
If residential, separate office in home? Yes No
Separate telephone listing exists for your home business? Yes No
4. Do you have a web site? Yes No
If yes, provide web address: _____
5. Do you understand Fair Credit Reporting Act responsibilities? Yes No
6. Do you understand the access security responsibilities for the information supplied to you by Trishanon Companies? Yes No
7. Do you understand that your business, as the end user, cannot resell ANY information obtained from Trishanon Companies? Yes No

8. Is business associated or affiliated with any of the following? Check all that apply.

- | | | | |
|--------------------|--|-----------------------|--|
| Credit Repair | <input type="checkbox"/> Yes <input type="checkbox"/> No | Private investigation | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Media | <input type="checkbox"/> Yes <input type="checkbox"/> No | Legal Services | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Law Enforcement | <input type="checkbox"/> Yes <input type="checkbox"/> No | Asset Location | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Bail Bonds Company | <input type="checkbox"/> Yes <input type="checkbox"/> No | Dating Service | <input type="checkbox"/> Yes <input type="checkbox"/> No |

9. Please provide three (3) business credit references excluding credit card accounts: (must be listed in a reputable business directory)

Vendor 1: _____ Contact Name: _____ Acct. #: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Date Opened: _____ Balance: _____ Credit Limit: _____
Comments: _____

Vendor 2: _____ Contact Name: _____ Acct. #: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Date Opened: _____ Balance: _____ Credit Limit: _____
Comments: _____

Vendor 3: _____ Contact Name: _____ Acct. #: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Date Opened: _____ Balance: _____ Credit Limit: _____
Comments: _____

This form was completed by: _____ **Title:** _____

Signature: _____ **Date:** _____

FCRA Acknowledgement
Federal Fair Credit
Reporting Act (FCR A–Public Law 91-508)

Although the amendment to the Consumer Credit Protection Act primarily regulates the operations of consumer reporting agencies it also affects you, our subscriber. We require that you and your employees become familiar with the following sections:

- &604 Permissible Purpose of Reports
- &607 Obligations of Resellers
- &615 Requirements on Users of Consumer Reports
- &619 Obtaining Information Under False Pretenses
- &612 Responsibilities of Furnishers & Obligations of Users of Consumer Reports

All three (3) sections are of direct consequence to users who obtain reports on consumers.

Landlord Info Systems strongly endorses the letter and spirit of the Federal Fair Credit Reporting Act. We believe that this law and similar state laws recognize and preserve the delicate balance between the rights of the consumer and the legitimate needs of commerce.

In addition to the Federal Fair Credit Reporting Act, other federal and state laws addressing such topics as computer crime and unauthorized access to protected databases also been enacted. As a prospective user of consumer reports, we require that you and your staff become fully familiar with all relevant federal statutes of the states in which you operate.

Please confirm your receipt of this notice by signing and returning a copy of this FCRA Acknowledgement.

Company Name

Types or Printed Name and Title

Authorized Signature

Date

**Landlord Info Systems
Access Security Requirements**

We must work together to protect the privacy of consumers. The following measures are designed to reduce unauthorized access of consumer credit reports. In signing, you agree to follow these measures:

1. You must protect your account number and password so that only key personnel know this sensitive information. Unauthorized persons should never have knowledge of your password. Do not post the information in any manner within your facility.
2. System access software, whether developed by your company or purchased from a third party vendor, must have your account number and password "hidden" or embedded and be known only by supervisory personnel. Assign each user of your system access software a unique logon password.
3. Do not discuss your account number and passwords by telephone with any unknown caller, even if the caller claims to be an employee of Landlord Info Systems.
4. Restrict the ability to obtain credit information to a few key personnel.
5. Place all terminal devices used to obtain credit information in a secure location within your facility. You should secure these devices so that unauthorized persons cannot easily access them.
6. After normal business hours, be sure to turn off and lock all devices or systems used to obtain credit information.
7. Secure hard copies and electronic files of consumer reports within your facility so that unauthorized persons cannot easily access them.
8. Shred or destroy all hard copy consumer reports when no longer needed.
9. Erase or scramble electronic files containing consumer information when no longer needed and when applicable regulation(s) permit destruction.
10. Make all employees aware that your company can access credit information only for the permissible purposes listed in the permissible purpose information section of your membership application. Your employees may not access their own report or the report of a family member or friend if your company does not have permissible purpose.

Record Retention: It is important that you keep all rental/employment/mortgage application for a reasonable period of time. This will help to facilitate the investigative process if a consumer claims that your company inappropriately accessed their credit report.

(Note: The Federal Equal Credit Opportunity Act states that a creditor must preserve all written or recorded information connected with an application for 3 years.)

"Under Section 21 (a) (2) (A) of the FCRA, any person that violates any of the provisions of the FCRA may be liable for a civil penalty of not more than \$2,500 per violation."

I agree to implement and adhere to the above controls.

Company Name

Print Name/Title

Signature

Date

Letter of Intent (Instructions)

Please prepare and send along with the other listed required documents a “Letter of Intent”.

This letter must be printed on your company letterhead and must be signed by an officer, owner or authorized manager of your company.

This letter of intent must include, at a minimum, the following information:

- **The nature of your business**
- **Your intended use for our service**
- **Your anticipated monthly volume**
- **Your intent as to whether you anticipate your access to be primarily local, regional, or national**

PHYSICAL INSPECTION SHEET For TRISHANON COMPANIES

Physical Address Inspection is required by all 3 Credit Reporting Agencies

Business Name: _____

Physical Address: _____

City _____ State _____ Zip _____

Contact Person: _____

Secondary Contact: _____

Phone: _____ Cell Phone: _____

I _____ acknowledge and understand that as part of the set up process to open an account to pull credit information, there must be an onsite inspection performed at my place of business. I understand that Trishanon Companies cannot open a business account with my company until the onsite inspection is complete.

Signature: _____

Printed Name: _____

Title: _____ Date: _____

Consent to Release Credit Information

(Complete this portion **ONLY** if your business is a Sole Proprietor or Partnership)

I, _____, authorize Trishanon Companies to obtain a copy of my consumer credit profile for the purposes of establishing a account with access to consumer credit reports. I understand that this is a requirement that TransUnion has set forth and without my consent for the credit report I cannot establish an account with Trishanon Companies.

First Name: _____

Last Name: _____

SSN: _____

Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____