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CREDENTIALING CHECKLIST (information required by credit bureau)

*The Credit Bureau has guidelines in place to protect against fraud. This checklist is designed by the credit bureau in order to prove the validity of a company, and the legit need for pulling credit reports.

If you have questions regarding any section please call us at 479-677-3355

1. _____ Complete and Sign Service Contract and Agreement
2. _____ Complete and Sign Membership Application
3. _____ Website Verification: Print first page of website where applicable.
*Website URL: http://www._____

4. _____ Bank Reference Form: Fill Out Top Portion and leave with your bank representative.
*Does not give sensitive information. Used for business verification only.

5. _____ Complete letter of Intent on Company letterhead, signed by an officer, owner or authorized manager of the company. Include the following: **Nature of Business, intended use for the services, anticipated monthly volume; Whether it anticipates its access to be primarily local, regional or national, Example listed below:**

We are (company name) and plan to run an average of # reports per month.
We are a local company and plan to use the reports locally. Our intended use is Rental Screening and Pre-Employment Screening.

6. _____ Business type/industry verification: Copy of business listing in telephone directory such as Yellow Pages (printed or electronic), or copy of phone bill in business name

7. _____ Three Business References –

Name:	Company	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

8. _____ Site Inspection: To be completed by ACUTRAQ or Authorized Agent at your convenience
*All site inspections subject to \$60 site inspection fee

**FOLLOWING REQUIRED ONLY FOR BUSINESSES LESS THAN 1 YR OLD:
2 of the following items required:**

1. _____ Copy of the utility or phone bill in the business name for service at the principle place of business.
2. _____ Copy of lease, or proof of property ownership by business, of the principle place of business.
3. _____ Copy of business bank statement addressed to the applicant at its principal place of business.
4. _____ Proof of commercial insurance.