

Burbridge Detective Agency
Order Fax Form
Print & Fax This Form To (219)940-3927

Tenant Screening Check Request Form:

Tenants Name: _____ DOB: _____

Tenants Last Known Address or Area: _____

SSN: _____

Type Of Search (Check One):

*Please check next page for Report Descriptions.

*It is recommended on background check reports for pre-employment and tenant screenings to have the subject sign a basic waiver form. We can provide basic waiver forms if needed.

*Consumer Credit Reports require a waiver form signed by the tenant (waiver incl. in fax form).

Basic Background Report (\$29.95) _____ W/Consumer Credit Report (\$54.95) _____

Advanced Background Report (\$44.95) _____ W/Consumer Credit Report (\$64.95) _____

Professional Background Report (\$119.95) _____ W/Consumer Credit Report (\$139.95) _____

Your Payment Information:

* We accept all major type of credit cards & debit/credit cards.

Credit Card Number: _____ Expiration Date: _____

Name On Card (as it appears): _____

CC Billing Address: _____
(Street Address) (City) (State) (Zip)

CVV2# (last 3 numbers on back of credit card or 4 numbers for Amex): _____

Email Address: _____ Contact Phone: _____

Property Owner / Manager Name: _____

(Requestors Signature)

(Requestors Name - Print)

* Reports are emailed normally in 1 business day for Basic & Advanced Reports, and 2-5 business Professional Reports.

***Check the following pages for report descriptions and consumer credit report waiver forms**

Important Conditions:

- (1) Because all orders are processed immediately, no cancellations allowed or accepted once an order has been submitted.
- (2) The turnaround time displayed in the report descriptions is the normal time it takes for results to be delivered. Since turnaround times may vary in rare situations (credit report backups, database issues, county court record search delays, etc), BDA does not guarantee the turnaround time.
- (3) BDA is not responsible for errors typed in by customers. It is the responsibility of the customer to make sure subjects information entered into the order is correct (subject name, dob, & ssn). We are charged for credit report searches regardless if there are any errors in the search criteria.

Background Check Descriptions

Basic Background Check:

We Check:

Date Of Birth, Address History (20-25 years), Address Summary Information (property owners, listed phones at address), List of Associates / Relatives / Neighbors, Professional Licenses, Properties, National Criminal Record Database (Felony Convictions), Sex Offender, and other misc. permits (vary from state to state - ex. voter registration, hunting/fishing, concealed weapon permit).

Advanced Background Check:

We Check:

Date Of Birth, Social Security Number Verification, Alais Names, Address History (20-25 years), Address Information (Present & Past Addresses) w/ Listed Phone Numbers & Property Owners, Adults Residing W/ Subject, Nationwide Criminal Record Search (database), Sex Offender Check, Professional Licenses, Properties, List Of Associates & Relatives, Bankruptcies, Civil Judgments, Tax Liens, Voter Registration, UCC Filings, Corporate Affiliations, Possible Work Affiliations, FAA Pilots & Aircrafts, Merchant Vessels, List Of Neighbors, and more (most states may include registered vehicles and some driver license information).

Professional Background Check:

We Check:

Everything Included In Advanced Background Check.

Plus:

*7+ Year County Court Criminal Records (Felony & Misdemeanor) *7+ Year County Court Civil Records (Civil/Family/Divorce) *Nationwide Wants / Warrants *Driver License Information *Vehicle Registrations *Database Search For Possible Non-Listed & Mobile Phone Listings *Mortgage Records *Eviction Records *Federal Prison Records

Important: Court Records are only checked in the current county or most time spent in county in last 7 years by the subject. Additional Counties are available for an added cost of \$50 per county (\$25 criminal / \$25 civil)

AUTHORIZATION TO OBTAIN A CONSUMER REPORT

By signing below, I _____, acknowledge that I have read the attached document, entitled "Fair Credit Reporting Act Disclosure". I hereby voluntarily authorize _____ (company name) and/or Burbridge Detective Agency, LLC, to obtain a "consumer report" about me from an agency that supplies consumer reports, which may include information about my credit worthiness, credit standing and credit capacity. I also authorize _____(company name) to consider the report when making decisions regarding my tenancy at _____ (company name). I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed in the attached "Fair Credit Reporting Act Disclosure".

I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original.

Signature of Applicant

Date

By signing above, you acknowledge that you received a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" on following page.

Summary of Your Rights Under the Fair Credit Reporting Act

PARA INFORMACION EN ESPANOL, VISITE WWW.FTC.GOV/CREDIT O ESCRIBE A LA FTC CONSUMER RESPONSE CENTER, ROOM 130-A 600 PENNSYLVANIA AVE. N.W., WASHINGTON, D.C. 20580.

THE FEDERAL FAIR CREDIT REPORTING ACT (FCRA) PROMOTES THE ACCURACY, FAIRNESS, AND PRIVACY OF INFORMATION IN THE FILES OF CONSUMER REPORTING AGENCIES. THERE ARE MANY TYPES OF CONSUMER REPORTING AGENCIES, INCLUDING CREDIT BUREAUS AND SPECIALTY AGENCIES (SUCH AS AGENCIES THAT SELL INFORMATION ABOUT CHECK WRITING HISTORIES, MEDICAL RECORDS, AND RENTAL HISTORY RECORDS). HERE IS A SUMMARY OF YOUR MAJOR RIGHTS UNDER THE FCRA. FOR MORE INFORMATION, INCLUDING INFORMATION ABOUT ADDITIONAL RIGHTS, GO TO WWW.FTC.GOV/CREDIT OR WRITE TO: CONSUMER RESPONSE CENTER, ROOM 130-A, FEDERAL TRADE COMMISSION, 600 PENNSYLVANIA AVE. N.W., WASHINGTON, D.C. 20580.

- Y YOU MUST BE TOLD IF INFORMATION IN YOUR FILE HAS BEEN USED AGAINST YOU. ANYONE WHO USES A CREDIT REPORT OR ANOTHER TYPE OF CONSUMER REPORT TO DENY YOUR APPLICATION FOR CREDIT, INSURANCE, OR EMPLOYMENT - OR TO TAKE ANOTHER ADVERSE ACTION AGAINST YOU - MUST TELL YOU, AND MUST GIVE YOU THE NAME, ADDRESS, AND PHONE NUMBER OF THE AGENCY THAT PROVIDED THE INFORMATION.
- Y YOU HAVE THE RIGHT TO KNOW WHAT IS IN YOUR FILE. YOU MAY REQUEST AND OBTAIN ALL THE INFORMATION ABOUT YOU IN THE FILES OF A CONSUMER REPORTING AGENCY (YOUR "FILE DISCLOSURE"). YOU WILL BE REQUIRED TO PROVIDE PROPER IDENTIFICATION, WHICH MAY INCLUDE YOUR SOCIAL SECURITY NUMBER. IN MANY CASES, THE DISCLOSURE WILL BE FREE. YOU ARE ENTITLED TO A FREE FILE DISCLOSURE IF:
 - Y A PERSON HAS TAKEN ADVERSE ACTION AGAINST YOU BECAUSE OF INFORMATION IN YOUR CREDIT REPORT;
 - YOU ARE THE VICTIM OF IDENTITY THEFT AND PLACE A FRAUD ALERT IN YOUR FILE;
 - YOUR FILE CONTAINS INACCURATE INFORMATION AS A RESULT OF FRAUD;
 - YOU ARE ON PUBLIC ASSISTANCE; YOU ARE UNEMPLOYED BUT EXPECT TO APPLY FOR EMPLOYMENT WITHIN 60 DAYS.
- Y IN ADDITION, BY SEPTEMBER 2005 ALL CONSUMERS WILL BE ENTITLED TO ONE FREE DISCLOSURE EVERY 12 MONTHS UPON REQUEST FROM EACH NATIONWIDE CREDIT BUREAU AND FROM NATIONWIDE SPECIALTY CONSUMER REPORTING AGENCIES. SEE WWW.FTC.GOV/CREDIT FOR ADDITIONAL INFORMATION.
- Y YOU HAVE THE RIGHT TO ASK FOR A CREDIT SCORE. CREDIT SCORES ARE NUMERICAL SUMMARIES OF YOUR CREDIT-WORTHINESS BASED ON INFORMATION FROM CREDIT BUREAUS.
- Y YOU MAY REQUEST A CREDIT SCORE FROM CONSUMER REPORTING AGENCIES THAT CREATE SCORES OR DISTRIBUTE SCORES USED IN RESIDENTIAL REAL PROPERTY LOANS, BUT YOU WILL HAVE TO PAY FOR IT. IN SOME MORTGAGE TRANSACTIONS, YOU WILL RECEIVE CREDIT SCORE INFORMATION FOR FREE FROM THE MORTGAGE LENDER.

- Y YOU HAVE THE RIGHT TO DISPUTE INCOMPLETE OR INACCURATE INFORMATION. IF YOU IDENTIFY INFORMATION IN YOUR FILE THAT IS INCOMPLETE OR INACCURATE, AND REPORT IT TO THE CONSUMER REPORTING AGENCY, THE AGENCY MUST INVESTIGATE UNLESS YOUR DISPUTE IS FRIVOLOUS. SEE WWW.FTC.GOV/CREDIT FOR AN EXPLANATION OF DISPUTE PROCEDURES.
- Y CONSUMER REPORTING AGENCIES MUST CORRECT OR DELETE INACCURATE, INCOMPLETE, OR UNVERIFIABLE INFORMATION. INACCURATE, INCOMPLETE OR UNVERIFIABLE INFORMATION MUST BE REMOVED OR CORRECTED, USUALLY WITHIN 30 DAYS. HOWEVER, THE CONSUMER REPORTING AGENCY IS NOT REQUIRED TO REMOVE ACCURATE DEROGATORY INFORMATION FROM YOUR FILE UNLESS IT IS OUTDATED (AS DESCRIBED BELOW) OR CANNOT BE VERIFIED. A CONSUMER REPORTING AGENCY MAY CONTINUE TO REPORT INFORMATION IT HAS VERIFIED AS ACCURATE.
- Y CONSUMER REPORTING AGENCIES MAY NOT REPORT OUTDATED NEGATIVE INFORMATION. IN MOST CASES, A CONSUMER REPORTING AGENCY MAY NOT REPORT NEGATIVE INFORMATION THAT IS MORE THAN SEVEN YEARS OLD, OR BANKRUPTCIES THAT ARE MORE THAN 10 YEARS OLD. - ACCESS TO YOUR FILE IS LIMITED. A CONSUMER REPORTING AGENCY MAY PROVIDE INFORMATION ABOUT YOU ONLY TO PEOPLE WITH A VALID NEED -- USUALLY TO CONSIDER AN APPLICATION WITH A CREDITOR, INSURER, EMPLOYER, LANDLORD, OR OTHER BUSINESS. THE FCRA SPECIFIES THOSE WITH A VALID NEED FOR ACCESS.
- Y YOU MUST GIVE YOUR CONSENT FOR REPORTS TO BE PROVIDED TO EMPLOYERS. A CONSUMER REPORTING AGENCY MAY NOT GIVE OUT INFORMATION ABOUT YOU TO YOUR EMPLOYER, OR A POTENTIAL EMPLOYER, WITHOUT YOUR WRITTEN CONSENT GIVEN TO THE EMPLOYER. WRITTEN CONSENT GENERALLY IS NOT REQUIRED IN THE TRUCKING INDUSTRY. FOR MORE INFORMATION, GO TO WWW.FTC.GOV/CREDIT.
- Y YOU MAY LIMIT "PRESCREENED" OFFERS OF CREDIT AND INSURANCE YOU GET BASED ON INFORMATION IN YOUR CREDIT REPORT. UNSOLICITED "PRESCREENED" OFFERS FOR CREDIT AND INSURANCE MUST INCLUDE A TOLL-FREE PHONE NUMBER YOU CAN CALL IF YOU CHOOSE TO REMOVE YOUR NAME AND ADDRESS FROM THE LISTS THESE OFFERS ARE BASED ON. YOU MAY OPT-OUT WITH THE NATIONWIDE CREDIT BUREAUS AT 1-888-567-8688.
- Y YOU MAY SEEK DAMAGES FROM VIOLATORS. IF A CONSUMER REPORTING AGENCY, OR, IN SOME CASES, A USER OF CONSUMER REPORTS OR A FURNISHER OF INFORMATION TO A CONSUMER REPORTING AGENCY VIOLATES THE FCRA, YOU MAY BE ABLE TO SUE IN STATE OR FEDERAL COURT.
- Y IDENTITY THEFT VICTIMS AND ACTIVE DUTY MILITARY PERSONNEL HAVE ADDITIONAL RIGHTS. FOR MORE INFORMATION, VISIT WWW.FTC.GOV/CREDIT.

STATES MAY ENFORCE THE FCRA, AND MANY STATES HAVE THEIR OWN CONSUMER REPORTING LAWS. IN SOME CASES, YOU MAY HAVE MORE RIGHTS UNDER STATE LAW. FOR MORE INFORMATION, CONTACT YOUR STATE OR LOCAL CONSUMER PROTECTION AGENCY OR YOUR STATE ATTORNEY GENERAL.

THE FCRA GIVES SEVERAL DIFFERENT FEDERAL AGENCIES AUTHORITY TO ENFORCE THE FCRA:

FOR QUESTIONS OR CONCERNS REGARDING: PLEASE CONTACT:

CONSUMER REPORTING AGENCIES,
CREDITORS, AND OTHERS NOT LISTED
BELOW

NATIONAL BANKS, FEDERAL BRANCHES/
AGENCIES OF FOREIGN BANKS
(WORD "NATIONAL" OR INITIALS
"N.A." APPEAR IN OR AFTER BANK'S NAME)

FEDERAL RESERVE SYSTEM MEMBER
BANKS (EXCEPT NATIONAL BANKS, AND
FEDERAL BRANCHES/AGENCIES OF
FOREIGN BANKS)

SAVINGS ASSOCIATIONS AND FEDERALLY
CHARTERED SAVINGS BANKS (WORD
"FEDERAL" OR INITIALS "F.S.B." APPEAR IN
FEDERAL INSTITUTION'S NAME)

FEDERAL CREDIT UNIONS (WORDS
"FEDERAL CREDIT UNION" APPEAR IN
INSTITUTION'S NAME)

AIR, SURFACE, OR RAIL COMMON CARRIERS
REGULATED BY FORMER CIVIL
AERONAUTICS BOARD OR INTERSTATE
COMMERCE COMMISSION

ACTIVITIES SUBJECT TO THE PACKERS AND
STOCKYARDS ACT, 1921

FEDERAL TRADE COMMISSION
CONSUMER RESPONSE CENTER - FCRA
WASHINGTON, DC 20580
1-877-382-4357

OFFICE OF THE COMPTROLLER OF THE
CURRENCY COMPLIANCE MANAGEMENT,
MAIL STOP 6-6
WASHINGTON, DC 20219
800-613-6743

FEDERAL RESERVE BOARD - DIVISION OF
CONSUMER & COMMUNITY AFFAIRS
WASHINGTON, DC 20551
800-842-6929

OFFICE OF THRIFT SUPERVISION
CONSUMER COMPLAINTS
WASHINGTON, DC 20552
800-842-6929

NATIONAL CREDIT UNION
ADMINISTRATION 1775 DUKE STREET
ALEXANDRIA, VA 22314
703-519-4600

DEPARTMENT OF TRANSPORTATION
OFFICE OF FINANCIAL MANAGEMENT
WASHINGTON, DC 20590
202-366-1306

DEPARTMENT OF AGRICULTURE
OFFICE OF DEPUTY ADMINISTRATOR -
GIPSA
WASHINGTON, DC 20250
202-720-7051