

**CREDENTIALLING CHECKLIST FOR PROPERTY MANAGERS OR MANAGEMENT COMPANIES
ACCESSING TRANSUNION CREDIT REPORT**

1. Copy of driver's license
2. Letter of Intent on company letterhead signed by an officer, owner or authorized manager which must:
 - a) Be written in your own words
 - b) Describe the nature of the business
 - c) Describe the intended use for the TVS service
 - d) Show your anticipated monthly volume
 - e) Your intent as to whether the company anticipates to access data locally, regionally or nationally
3. Site Inspection (ordered by TVS and performed by TrendSource Business Verifications)
4. Phone bill showing the business name and address
5. ONE of the following to confirm the business identity:
 - f) Listing with a reputable industry listing or rating such as A.M. Best's, Moody's, Standard & Poor's,
 - g) FDIC or NCUA. The copy of this listing must be retained in the client file.
 - h) Copy of your annual report from the last 12 months certified by a certified accounting firm
 - i) Commercial business report (TVS can obtain this if you are unable to provide a or b)
6. If Sole Proprietor or Partnership, then the personal credit report of the owner/partner will be obtained by TVS.
7. If the business operates in a location where a business license is required, then a copy of your business license must be obtained. If the company is incorporated then we also require a copy of the articles of incorporation.

*****IF BUSINESS OPENED LESS THAN 1 YEAR THEN 2 OF THE FOLLOWING ITEMS ARE REQUIRED*****

- 1) Copy of utility or phone bill in the business name at the business address
- 2) Copy of lease or proof of property ownership by the business at the business address
- 3) Copy of business bank statement addressed to your company at the business address
- 4) Proof of commercial insurance for the business