



## **CREDENTIALLING CHECKLIST FOR RESIDENTIAL RENTAL PROPERTY MANAGERS OR MANAGEMENT COMPANIES ACCESSING TRANSUNION SHORT REPORT**

1. Copy of driver's license
2. Letter of Intent on business letterhead signed by the end user (property owner) officer or authorized manager which must:
  - a) Be written in your own words
  - b) Describe the nature of your business
  - c) Describe your intended use for the TVS service
  - d) Show your anticipated monthly volume
  - e) Your intent as to whether you anticipate to access data locally, regionally or nationally
3. Phone bill showing your business name, address and phone number (must match the phone number in your TVS account).
4. TVS will obtain a copy of a commercial credit report on your company in accordance with TransUnion policy. If you are a Sole Proprietor or Partnership, then your personal credit report will be obtained instead of the commercial credit report.
5. If you operate in a location where a business license is required, then a copy of your business license is required.
6. A copy of your Tax ID number and EIN and/or Articles of Incorporation.
7. Signed list of all apartment complexes or residential rental property locations under management by the property manager/management company. This must include the name of the complex or rental property and the complete physical address for each location.
8. 2 Completed rental/lease application signed by the applicant. The application must show the address of the rental property and the business name and business address or billing address of the property manager/management company.
9. A copy of the management agreement between the owner of the property and the property manager or management company for each property included on the property list described above. The agreement must show the owners name, property manager/management name and the rental property address.
10. If you are a real estate agent or broker acting as a property manager then a copy of your real estate agent/broker's license is required.

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

1. Copy of utility 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 the applicant at the business address
4. Proof of commercial insurance for the business