

www.ciscoscreening.com
800-804-0043/480-491-6001
APPLICATION FOR SERVICES

Please complete all sections. Incomplete information may cause unnecessary delays.

Company Name _____ Phone _____
DBA _____ Fax _____
Street Address _____ City _____ State ___ Zip _____
Contact Name _____ Phone _____
Email address _____ Web Site Address: _____
Mailing Address (if different from above) _____

BILLING INFORMATION

Billing Contact: _____ Phone _____
Address: _____ City _____ State ___ Zip _____
Billing Contact Email (this is where invoices will be sent): _____
Subsidiary? NO YES Parent Company _____
Address: _____ City _____ State ___ Zip _____
Federal Tax ID# _____ Number of Employees _____ Start up date: _____ State: _____
Your Company's D-U-N-S # _____
Do you provide credit repair or credit consulting services for a fee? NO YES
Do you intend to resell information to a third party? NO YES
What does your business do? _____

Sole Proprietor Partnership Corporation or LLC

I authorize by my signature below the pulling of my personal credit report as the owner(s) of the company or as the guarantor of account in connection with the approval of this application.

Owner/Guarantor Name _____ Title _____
Social Sec.# _____ Date of Birth _____ Residence Address: _____
City _____ State ___ Zip _____ **Signature** _____

REFERENCES

***References: Two vendor references and one bank reference required. DO NOT include credit cards or utilities as reference.**

Vendor Name _____ Acct.# _____ Phone _____
Vendor Name _____ Acct.# _____ Phone _____
Bank Name _____ Acct.# _____ Phone _____

SERVICES AGREEMENT-EMPLOYMENT BACKGROUND SERVICES

Customer has access to consumer reports from one or more consumer credit reporting agencies. Customer has a need for consumer credit information in connection with the evaluation of individuals for employment, promotion, reassignment or retention as an employee. ("Consumer report for Employment Purposes")

Subscriber certifies that it will not request a Consumer Report for Employment Purposes unless:

____ A clear and conspicuous disclosure is first made in writing to the consumer before the report is obtained, in a document that consists solely of the disclosure, that a consumer report may be obtained for employment purposes;

____ The consumer has authorized in writing the procurement of the report, and

____ Information from the Consumer Report for Employment Purposes will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.

Consumer further certifies that before taking adverse action in whole or in part based the Consumer Report for Employment Purposes, it will provide the consumer:

____ A copy of the report for Employment purposes; and

____ A copy of the consumer's rights in the format approved by the Federal Trade Commission, which notice shall be supplied to customer by Cisco.

Customer shall use Consumer Report for Employment Purposes only for a one-time use, and shall hold the report in strict confidence, and not disclose it to any third parties not involved in the current employment decision.

ACCESS SECURITY

It is a requirement that Customer take precautions to secure any method, system or device used to access consumer information, including credit reports. To that end, the following are required for security of information.

- . Your account number and password must be protected in such a way that only key personnel know this sensitive information. Under no circumstances should unauthorized persons have knowledge of your password. This information must not be posted in any manner. Your account number, user codes and passwords must be changed if there has been actual or suspected compromise or misuse of codes or passwords. Strong passwords policing must be in place with frequent and mandatory passwords changes, about every 90 days. Any passwords of individual users who are no longer authorized to obtain product are to be disabled or inactivated
- . Any system software developed by your company or purchased by a third party vendor, must have your account number and password "hidden" or embedded so that the password is known only to supervisory personnel. Each user of your system access software must then be assigned unique log password.
- . Your account number and passwords are not to be discussed by telephone to any unknown caller, even if the caller claims to be an employee of CISCO.
- . The ability to obtain credit information must be restricted to key personnel.
- . Any terminal devices used to obtain consumers information should be placed in a secure location within your facility. Access of the devised should be difficult for unauthorized persons.
- . Hard copies and electronic files of credit consumers credit reports are to be secured within your facility and protected against release or disclosure to unauthorized persons.
- . Hard copies of consumer reports are to be shredded when no longer needed and when it is permitted to do so by applicable regulation(s).
- . Electronic files containing consumer report data and/or information will be completely erased or rendered unreadable when no longer needed and when destruction is permitted by applicable regulation(s).

GENERAL PROVISIONS

Consumers will maintain copies of all written authorizations for a minimum five (5) years from the date of inquiry.
THE FCRA PROVIDES THAT ANY PERSON WHO KNOWINGLY AND WILLFULLY OBTAINS INFORMATION ON A CONSUMER FROM A CONSUMER REPORTING AGENCY UNDER FALSE PRETENSES SHALL BE FINED UNDER TITLE 18, OR IMPRISONED FOR MORE THAN TWO YEARS OR BOTH.

With just cause such as delinquency or violation of the terms of this agreement or a legal requirement, or a material change in existing legal requirements which adversely affects this Agreement, CISCO may, upon its election discontinue serving the Customer and cancel this Agreement immediately. CISCO and Customer shall be liable to any third party claiming for its own breach of any duties or obligation imposed under this agreement or its own acts of negligence with regard to the performance of its duties hereunder, and each shall indemnify and hold harmless the other for and from all such third party claims arising on account of such breaches or acts of negligence, and any cost or expense, including reasonable attorney's fees, incurred by the other in connection therewith.

I have read and understand and will take all reasonable measures to ensure that Customer complies with both the FRCA and CISCO privacy policies. I certify on behalf of Customer the Customer will use the consumer reports for no other purpose other than what is stated in the "Type of Use/FCRA Permissible Uses" Section of the Application, customer will not sell the reports nor provide Customer access codes to any unauthorized personnel. Due to carelessness on the part of any employee of Customer, Customer and/or its employees may be held responsible for financial losses, fees, expenses, or other monetary charges that may be incurred and Customer's access privilege may be terminated. This contract may not be assigned, sold, or transferred to any third parties. By signing this application as a guarantor, the person signing shall be personally and unconditionally liable for the performance and payment of customer's obligations under this Agreement and any Addendum or other Agreement attached hereto or made a part hereof. Invoices are due upon receipt. A 1% finance charge applies to balances over 15 days. Client will pay all reasonable legal fees in order to recover payment. Client will accept responsibility of outstanding balance and all collection charges (up to 50% of outstanding balance) in the event the account is turned over for collection (minimum two hundred fifty dollars charge applies). Charges for transaction are reflected on each report. The undersigned grants permission to CRA to access the three national repositories for the purpose of this application. We reserve the right to suspend service due to lack of payment.

The undersigned is a duly authorized representative of the above named customer and warrants that the above information is accurate and complete and hereby authorizes the reference(s) listed in the Application to release information to CISCO.

Name of Customer: _____

Signed _____

Date _____

Print name _____

Title _____

Email: _____

Phone _____

MOTOR VEHICLE REPORTS ” END USER”ADDENDUM 1

In addition to those covenants contained in the existing Service Agreement and Addenda thereto between Cisco and the Applicant whose name and address appear below (hereinafter “Applicant”), the Applicant and Cisco agree to the following as of the date on which the last of Cisco or Applicant shall sign this Addendum (hereinafter the “Effective Date”).

Cisco provides information products and services to employers and prospective employers for the screening of employees and prospective employees. Pursuant to the Drive Privacy Protection Act, 18 USC2721 et seq., (hereinafter the “DPPA”), personal information on individuals may be obtained from state motor vehicle records (including driver, vehicle, title and registration histories) and used only for those permissible uses set forth in the DPPA. The DPPA provides that such personal information may be disclosed by a state department of motor vehicles “for use by any requester, if the requester demonstrates it has obtained the written consent of the individual to whom the information pertains.” Applicant in its employee screening process will from time to time seek for only its use certain person information on an employee or prospective employee from state motor vehicle records and in such instance. Applicant will procure the written consent of such employee or prospective employee to the release of such information before requesting the same. In accordance with the provisions hereinafter set forth, such information will be provided by Cisco to Applicant, as the end-user of the information.

THE APPLICANT AGREES TO THE FOLLOWING:

- 1). Applicant certifies that Applicant shall at all times comply with the DPPA and all amendments or revisions thereto. Likewise, Applicant certifies that Applicant shall at all times comply with all the provisions of Public Law 91-508 and all amendments or revisions thereto (herein referred as “The Fair Credit Reporting Act or FCRA), and other applicable Federal, State and local laws, statutes, ordinances, rules and regulations including those which govern and regulate the dissemination of consumer credit information and motor vehicle records. Applicant shall request information on for Applicant’s exclusive and Applicant hereby certifies that information requests will be made only for employment purpose. Prior to requesting a motor vehicle record on an individual (hereinafter “MVR”) or upon the request of Cisco Applicant shall execute any and all forms which may be required by a state or local governmental authority as a prerequisite to that authority’s release of a MVR on an employee or prospective employee of the Applicant.
- 2). Applicant hereby certifies that each time a request for personal information on an individual (hereinafter the “consumer”) contained in the MVR is made of Cisco for employment purpose, Applicant will comply with the DPPA and FCRA, namely: (1) the consumer ha been given a clear and conspicuous written notice, in advance (in a document that consists solely of the disclosure), that a NVR may be requested for employment purpose; (2) the consumer has authorized the Applicant, in writing, to procure the MVR;(3) the information in the MVR will not be used in violation of any applicable federal or state equal employment opportunity law or regulation; and (4) before taking adverse action, in whole or in part on the MVR and/or consumer report, Applicant will provide the consumer a copy of the MVR and a description of the consumer’s rights under the FCRA.
- 3). Applicant shall not under the provisions of this service agreement purchase MVRs as a broker or reseller of such reports nor shall Applicant in any manner, sell, distribute, publish or disclose in whole or in part, information in such reports to any person or entity other than the consumer. For a period of five (5) years, Applicant shall retain all information related to each request for an MVR on a consumer including, but not limited to, identifying information on the consumer, proof of Applicants permissible purpose to obtain the MVT, the MVR itself and a record of any action taken by Applicant because of the MVR. Such documents shall be made available to Cisco for inspection at such times and places as Cisco reasonably request.
- 4) Applicant shall hold in strict confidence all MVR information received from Cisco, whether written, printed, oral or automated (same being for the use of Applicant) and not later (i.e., change, amend or delete)the same and if the disclosure of such information to a third part on a consumer or alteration of the same results in any claims or litigation, or if the Applicants violation of the DPPA

and/or the Fair Credit Reporting Act or any similar local, state or federal law results in any claims or litigation, Applicant agrees to indemnify and hold Cisco officers, agents employees and independent contractors harmless against any liability, damages, cost or expense including reasonable attorney's fees, resulting therefrom. Cisco shall not be liable in any manner whatsoever for any loss or injury to Applicant resulting from the obtaining or furnishing of such information and shall not be deemed to have guaranteed the accuracy of such information, such information being based, however, upon reports obtained for sources considered by Cisco to be reliable.

5) Applicant understand and agrees that Cisco reserves the right at anytime to refuse to deliver a MVR to Applicant if, in Cisco's sole discretion, it determines that the delivery of the MVR to Applicant would violate and federal, state, or local statute, law, ordinance, rule or regulation. If for any reason Cisco's sources of MVRs decline to furnish MVRs to Cisco for Applicants use, Cisco shall no longer be obligated to furnish MVRs to Applicant and Cisco have no liability to Applicant for the actions of such sources.

6) Applicant shall pay Cisco a separate charge for each MVR ordered by Applicant from Cisco in accordance with the prices from the time to time established by Cisco.

7) Applicant certifies that it is lawfully organized and authorized to do business in each state where it conducts business.

CISCO AGREES TO THE FOLLOWING:

1) Subject to the terms of this Addendum: Cisco will furnish to Applicant MVRs on consumers at Cisco's established rates.

IT IS FURTHER MUTUALLY AGREED THAT:

1) Cisco and the Applicant shall be liable to any third party claimant for its own breach of any duties or obligations imposed under the Addendum or its own acts of negligence with the regard to the performance of its duties hereunder, and each shall indemnify and hold harmless the other for and from all such third party claims arising on account of such breaches or acts of negligence, and any cost or expense, including reasonable attorney's fees, incurred by the other in connection therewith.

2) Invoices for Cisco reports are due and payable upon receipt at the prices established from time to time Cisco plus any applicable state and local taxes. A finance charge will be assessed at the rate of 2% per month (21% per year) on all invoiced balances unpaid for more that 15 days after invoice date.

3) Applicant shall be liable for all costs, including reasonable attorney's fees, collection fees, and court costs incurred by the Association or its wholly owned subsidiaries in connection with the collection of any sums owed by Applicant.

4) This Agreement shall remain in force and effect for one year, and thereafter from year to year on the same basis as set forth herein unless written notice of cancellation shall be given by either party at lease ten days prior to the end of a monthly billing period. If Applicant is delinquent in payment of charges or is in violation of the terms of any other Agreement, Cisco may, at its election, immediately discontinue providing services and cancel this agreement.

5) This Agreement supersedes any prior agreements or addenda executed by Applicant and Cisco in connection with Applicant's purchase of MVRs from Cisco and the rights and duties of the parties shall hereafter be governed by the terms and conditions of this Agreement.

Applicant:

Company Name _____

Street Address _____

City, State & Zip _____

By: _____
Printed Name of Authorized Agent

Date: _____
Signature and Title of Authorized Agent

ACCEPTED BY:

CISCO
2815 S. Alma School Rd. Ste: 109
Mesa, AZ 85210

By: _____ Date _____

ADDENDUM A

1. This is Addendum A to the CISCO Application for Services and is made part of said Agreement. By accepting and signing below, Customer hereby agrees to comply with all terms and conditions of the CISCO Application for Services, Addendum A and all Exhibits and Appendices which are explicitly made a part hereof.
2. CISCO may from time to time diminish or increase the charges to Customer upon thirty days' written notice mailed or delivered to Customer at its business address and in such event Customer agrees to pay to revised charges unless Customer shall terminate this Addendum as hereinafter provided.
3. Customer hereby agrees, represents and warrants that it intends to use services for the purpose of tenant screening and/or employment background screening and in using the services of CISCO, Customer will in all respects comply with provisions of 15 U.S.C. 1681 et seq. ("FCRA") and that services will be requested only for the Customer's exclusive use.
4. Customer certifies that it will request consumer reports pursuant to procedures prescribed by CISCO from time to time and only for the permissible purpose certified above, and will use the reports obtained for no other purpose. Customer shall use each consumer report only for a one-time use and shall hold the report in strict confidence, and not to disclose it to any third parties; provided, however that Customer may, where allowed or required by law, disclose the report to the subject of the report only in connection with an adverse action based on the report. Moreover, for scores obtained from Trans Union, Equifax Information Services, or Experian Information Solutions, Customer shall not disclose to consumer or any third party, any and all such scores provide under this Addendum, except as required by law. Customer agrees that consumer credit reports on employees will not be requested. The employment consumer report is to be accessed when pulling reports on employees. Customer will maintain copies of all written authorizations for a minimum for five(5) yrs from date of inquiry and provided CISCO copies of such upon request. Customer further agrees, as requested, promptly for furnish by telephone or in writing to CISCO, all required information covering transactions by the Customer and its consumers, and to indemnify CISCO, Trans Union, Equifax Information Services, Experian Information Solutions, and each of the Customer and the officers and employees of each, jointly and severally, from any loss, damages, attorney's fees and cost arising from any claim or suit based on alleged violation of any provisions of the Addendum.
5. This Addendum shall continue in force without any fixed date of termination, subject to cancellation by either party upon thirty (30) days prior written notice mailed or delivered to the office of the other party; further subject to the right of CISCO at any time and without prior notice, to terminate this Addendum in event of any federal or state law or decision which affects the economic operation of CISCO or any violation by customer of any provisions of the Addendum or the FCRA, and further subject to the right of Customer at any time and without prior written notice, to terminate the Addendum in event of increase in charges to the Customer, as provided herein.
6. No information furnished to Customer is guaranteed nor is CISCO in any way responsible for such information. CISCO shall not be responsible or liable for any loss caused by neglect or act of any of its servants, agents, attorneys, clerk, or employees in procuring, collecting and communicating any information furnished by or to Customer. No promises, statement, representation or Addendum made by any employee or other representative of CISCO and not expressed in this Addendum shall bind it contractually or otherwise to Customer.
7. Customer agrees to fully support and implement policies that protect the confidential nature of information furnished by and through CISCO and insure respect for consumers' rights to privacy. Customer will take precautions to restrict the ability to obtain credit information to key personnel; safeguard access to credit software; safeguard access to websites where credit information can be obtained; protect Customer identification and passwords; and will properly destroy hard copies and electronic files of consumer credit information when no longer needed, or as required by law.
8. Customer agrees to comply with all policies and procedures instituted by CISCO and required by CISCO consumer reporting vendors. CISCO will give Customer as much notice as possible prior to the effective date of any such new policies required in the future, but does not guarantee that reasonable notice will be possible. Customer may terminate this Addendum at any time after notification of a change in policy in the event Customer deems such compliances as not within its best interest.
9. Customer agrees that CISCO and CISCO consumer reporting vendors shall have the right to audit records of Customer that are relevant to the provisions of services set forth in this Addendum and all its attachments. Customer further agrees that it will respond within requested time frame for information requested by CISCO consumer reporting vendors regarding information provided by such vendor. Customer understands that such vendor may suspend or terminated access to the vendor's information in the event Customer does not cooperate with any such an investigation.
10. (a) During the term of this Addendum, Customer agrees to comply with all federal ,state, local statutes, regulations and rules applicable to is including, without limitation the FCRA, with any changes enacted to FCRA during the term of this Addendum, the Gramm Leach Bliley Act and its implementing regulations, any state or local laws governing the disclosure of consumer credit information, and any regulations or limitations promulgated by

CISCO consumers reporting vendors. Without limiting the foregoing, CISCO may from time to time notify Customer of any new additional, updated or new requirements relating to such laws, compliance with which will be a condition of CISCO continued provision of the credit information to Customer, and Customer shall utilize training materials to train and educate its employees in proper security procedures consistent with industry standards. In addition, such new requirements might require price increase. Customer agrees to comply with any such new requirements no later than thirty (30) days after it actually received notice from CISCO and such requirements shall be incorporated into this Addendum by this reference. Customer understands and agrees that CISCO may require evidence, including a certification that Customer understands and will comply with applicable laws.

(b) Customers will implement strict security procedures designed to ensure that Customer's employees use the services and information in accordance with this Addendum and for no purpose other than as permitted by this Addendum. Customer will treat and hold the services and the credit information in strict confidence and will restrict access to the services and the credit information to Customer's employees and customers who agree to act in accordance with the terms of this Addendum and applicable law. Customer will not forward or share information from CISCO consumer reporting vendors with any third party. Customers will inform Customer's employees and customers to whom any credit information is disclosed of the provisions of the Addendum. Customer agrees to indemnify CISCO and its consumer reporting vendors for any claims or losses incurred by CISCO or its consumer reporting vendors as a result of the misuse of the services or the credit information by Customer or Customer's affiliates, employees, agents, subcontractors or customers in violation of this Addendum.

11. Customer shall notify CISCO of any breach of the security of consumer reporting data if the personal information of consumers was, or is reasonably believed to have been, acquired by an unauthorized person within 24 hours following discovery thereof.
12. Customer agrees that CISCO may verify, through audit or otherwise, that Customer is in fact the end Customer of the credit information with no intention to resell or otherwise provide or transfer the credit information in whole or the in part to any other person or entity. CISCO may utilize a third party vendor to perform an on-site inspection of Customer's business, and Customer agrees to allow access to such third party.
13. Customer agrees to notify CISCO of any changes of ownership or control fifteen days prior to an such change. CISCO will require the new ownership to re-apply for the services provided for herein and will require a new physical inspection in the event the office location is changed.
14. Customer hereby authorizes CISCO to provide copies of any information regarding Customer to CISCO consumer reporting vendors.
15. Customer agrees that CISCO may monitor Customer on an ongoing basis to determine Customer's compliance with applicable law and he provisions of this Addendum. In the event CISCO determines that Customer is not in compliance with applicable law or this Addendum, Customer's services may be immediately discontinued under this Addendum. Customer shall remain responsible for the payment for any services provided to Customer by CISCO prior to any such discontinuance.
16. 15 U.S.C. 1681 *et seq.* also requires certain responsibilities of Customers of consumer reports from consumer reporting agencies. Those responsibilities are attached (and made a part hereof) as Exhibit A to this Addendum. Customer acknowledges that it is not one of the businesses listed in Exhibit B attached hereto.
17. Customer understands and agrees that basic consumer credit information delivered to Customer by CISCO is obtained from Trans Union, Equifax, Information Services, or Experian Information Solution, each of which impose different conditions on the acquisition, use and disposal of such information. Customer agrees to abide by the terms and conditions of the attached Appendices A, B and C containing such conditions, which are explicitly made a part hereof.
18. Customer agrees that it will properly dispose of all consumer information. "Consumer Information", as used herein, shall mean any record (or compilation thereof) about an individual, whether in paper, electronic, or other form, that is a consumer report or is derived from a consumer report. Customer shall comply with all applicable state laws regarding consumer credit or consumer identity protection.
19. Customer shall pay all attorney fees, court costs, ADR fees and collection costs incurred by CISCO for collecting any delinquent account hereunder, whether or not litigation is instituted. In the event of any litigation or other action involving this Addendum, the prevailing party shall be paid reasonable attorney fees and court cost for trial, appeal, and/o bankruptcy or similar proceeding. In addition, any other recovery to which the prevailing party is entitled shall be paid.
20. Each party to this Addendum is an independent contractor, and nothing contained in this Addendum may be construed as creating a joint venture, partnership, licensor-licensee, principle-agent or power to create any obligation, express or implied, on behalf of any other party. No party, or employee of any party, will be deemed to be an employee of another party by virtue of this Addendum.

21. Customer and CISCO acknowledge and intend that this Addendum was entered into for the respective benefit of each of them and their respective successors and assigns, and in consideration of their reporting information to CISCO, the third party benefit to Trans Union LLC, Equifax Information Services LLC and Experian Information Solution Inc. Nothing in this Addendum will be construed as giving any other person, firm, corporation or other entity, other than the parties to this Addendum and their respective successors and permitted assigns and Trans Union LLC, Equifax Information Services LLC and Experian Information Solution Inc., any right, remedy or claim under or in respect to this Addendum or any of its provisions.
22. Due to the special and unique purposes of this Addendum, neither this Addendum nor any rights or obligations in it are assignable by Customer without the prior written consent of CISCO. Consent will not be unreasonably withheld. Any dissolution, merger, consolidation or other reorganization of Customer, the sale or other transfer of all or substantially all of the assets or properties of Customer, or the sale or other transfer of a controlling percentage of the corporate stock or Customer, constitutes an assignment of this Addendum for all purposes of this paragraph. The term "controlling percentage," for the purpose of this paragraph, means the ownership of the stock possessing, and of the right to exercise, at least fifty percent (50%) of the total combined voting power of any class or all classes of stock of such party, issued, outstanding and entitled to vote for the election of directors, whether that ownership is direct or indirect.
23. Notwithstanding any provision to the contrary, no party to this Addendum will be liable to the other party for any delay or interruption in performance of any obligation resulting from governmental emergency orders, judicial or governmental action, emergency regulations, sabotage, riots, vandalism, labor strikes, or disputes, acts of god, fires, electrical failure, major computer hardware or software failures, equipment delivery delays, acts of third parties, or any other cause, if the delay or interruption in performance is beyond its reasonable control.
24. In the event any provision of the Addendum is held invalid or unenforceable by any court of competent jurisdiction, that holding will not invalidate or render unenforceable any other provision of this Addendum.
25. Failure of any party to enforce any of its respective rights or remedies hereunder with respect to any specific act or failure to act of any party will not constitute a waiver of the rights of that party to enforce those rights and remedies with respect to any other subsequent act or failure to act.
26. This Addendum, including the Appendices and Exhibits hereto, which are expressly incorporated into it, constitutes the entire Addendum between the parties. No changes in the Addendum may be made except in writings signed by both parties.
27. U.S.C. 1681 PROVIDES THAT ANY PERSON WHO KNOWINGLY AND WILLFULLY OBTAINS INFORMATION ON A CONSUMER FROM A CONSUMER REPORTING AGENCY UNDER FALSE PRETENSES SHALL BE FINED UNDER TITLE 18, UNITED STATES CODE, IMPRISONED NOT MORE THAN TWO YEARS, OR BOTH.
28. This Addendum shall be governed by and construed under the laws of the state of _____.
29. The person signing below on behalf of Customer certifies that he/she has direct knowledge of the facts herein and certifies that they have read, understand and will comply with all requirements as set forth in the CISCO Application for Services, Addendum A and all Exhibits and Appendices which are explicitly made a part hereof.

DATED this _____ day of _____, 20____.

CUSTOMER NAME

CISCO Inc.

Authorized Signature

Authorized Signature

Title

Title

Address

Address

City State Zip

City State Zip

Please sign and fax completed form to (800-569-5222)

EXAMPLE LETTER OF INTENT

Letter to be submitted on company letterhead and signed by an Officer or authorized agent for the company.

Letter of Intent

Elder Care, Inc.
111Main St.
Anywhere, US 99999

Elder Care, Inc. is an assisted living facility for adults. We intend to use credit information for the purpose of background screening on prospective employees. We estimate our monthly volume to be 50 reports per month. We have facilities in 35 states and therefore we anticipate our access to be on a national level.

Signed
Mary Smith
President

CISCO CARD AUTHORIZATION

RIGHT TO CHARGE CREDIT CARD FOR PAYMENTS: (Required)

The undersigned acknowledges that the services will be billed monthly and that the bills are due and payable in full upon receipt. In the event that you fail to pay charges billed on your monthly Cisco Credit bill, or Cisco Credit is unable to bill you, Cisco Credit shall have the immediate right to bill outstanding sums to your credit card. Cisco Credit may assign unpaid late balances to a collection agency for appropriate action. In the event legal action is necessary to collect on balances due, you agree to reimburse Cisco Credit for all expenses incurred to recover sums due, including attorney's fees and other legal expenses.

Print Name

Signature

Date

RIGHT TO CHARGE CREDIT CARD ON A MONTHLY BASIS: (Optional)

The undersigned authorizes Cisco Credit to charge the credit card set forth below on the 1st of each month for the balance due of the company. By signing this document you are agreeing not to dispute or cancel this charge. A fax copy of this authorization and the undersigned signature may be deemed equivalent to the original and may be used as a duplicate original.

Print Name

Signature

Date

NAME AS IT APPEARS ON THE CARD

BILLING ADDRESS

CITY

STATE

ZIP

CREDIT CARD NUMBER

EXP.DATE

**To expedite your approval, please make sure you return
this completed package with:**

- ✓ A copy of your applicable business license or Articles of Incorporation.
- ✓ Documentation verifying the physical address of your organization. (copy of utility bill, phone directory listing etc.)
- ✓ A copy of a pre-printed, voided company check.
- ✓ A copy of the principle's driver's license.
- ✓ Completed agreement.
- ✓ Credit Card Authorization form
- ✓ Please include a Letter of Intent on your company letterhead, signed by an officer, owner, or authorized manager of the company. The Letter of Intent must include the following (see sample letter included):
 - ✓ The nature of your business
 - ✓ Your intended use for our services
 - ✓ Your anticipated monthly volume
 - ✓ Intent as to whether your access is anticipated to be primarily local, regional, or national.

NOTE: An onsite Physical Inspection is required at time of approval when setting up an account requesting access to Employment Credit Reports.



PLEASE MARK WHICH ITEMS YOU WISH TO BE SET UP WITH.

TENANT SCREENING:

Tenant Credit Report

Nationwide Criminal Search

Statewide Eviction

OR

Basic Tenant

Expanded Tenant

Comprehensive Tenant

EMPLOYMENT SCREENING:

Employment Credit Report

Nationwide Criminal Search

5 Panel Drug Screen

OR

Basic Employment

Expanded Employment

Comprehensive Employment

CREATE YOUR OWN CUSTOM PACKAGE!

List products and we will contact you with a price quote.
