



In Addition to the New Subscriber Agreement please send the following:

Copy of Drivers License

SS#- for a Social Search- This is required by the credit bureau to verify who you are.

Need one of the following: Only one

1. County Tax Accessor bill
2. Closing Statement

Need one of the following: Only one

1. Deed
2. Utility bill
3. Property insurance
4. Title insurance
5. Flood certification

We need these documents for each property you will be screening for.  
Fax all information to 407-540-9545.  
Attention Christina

There is a one time set up fee of \$45; you can call with a credit card number to 321-274-0358 after you have faxed all the paperwork in. After I have received everything we can start your set-up. You will receive a confirmation email after your account is set up. There will be step by step instructions included in the email showing you how to process your first report.



Required terms between Mark Management Inc., hereafter known as the Reseller, and (print name)

\_\_\_\_\_, hereinafter known as the Subscriber.

Reseller has access to consumer reports from several credit reporting agencies and provides Subscriber access for screening tenant applications.

The Subscriber understands that credit information is regulated by federal laws and must be in compliance with both parties, therefore:

THE SUBSCRIBER CERTIFIES:

- That he/she is the owner or agent for an owner of rental property Initial
That the requested reports will be for the sole purpose of tenant screening Initial
That he/she is the end-user and will not distribute reports to any third party Initial
That the reports are not physically shown to the applicant Initial
That written authorization must be obtained from each applicant prior to initiating any credit investigation. Initial
That reports are secured within Subscriber's rental office from disclosure to unauthorized persons for a period of 3 years, then shredded or destroyed by rendering unreadable. Initial

The Fair Credit Reporting Act, 15 U.S.C. 1681 et seq. ("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 not more that \$5000 or imprisoned not more that one year or both."

The Subscriber agrees to indemnify and hold Reseller harmless for failure to obtain written authorization and to indemnify claims or lawsuits arising out of information's improper use, disclosure or storage of reports. Subscriber provides a decline form letter to be used with rejected applicants. The form letter directs the applicant to the Reseller who provides a free copy of his/her credit report and all disclosures required under federal laws.

The Subscriber agrees to allow Reseller, or it's authorized agents to inspect any records, documentation or physical premises to determine compliance with these laws. Reseller strongly advises that its Subscribers become familiar with these federal laws, their requirements and restrictions.

Subscriber Signature \_\_\_\_\_ Date \_\_\_\_\_



Dear Independent Business Owners and Landlords:

Thank you for your interest Mark Management’s tenant screening services. It is important to understand that due to the federally regulated privacy acts (FCRA 15 USC 1681 b); landlordscreening.com is designed to restrict the unauthorized access to consumer’s credit reports. We must work together to protect the privacy of consumers.

This form is being provided for you to print, complete, and sign, then return to us by fax 407-540-9545 or by mail to 2755 Border Lake Rd Suite 101 Apopka FL, 32703 Upon receipt of this signed agreement and this information form, we can assign you an account number, which allows you to use our services.

**Print Subscriber Contact Information below:**

Company (if using Company Check) \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Social Security number (REQUIRED ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

- **Internet user & password must be between 8 and 10 numbers and/or letters without any punctuation. Must Begin with a letter. Each Username and password must include at lease one number and one letter.**

Internet User Name\* \_\_\_\_\_

Internet Password\* \_\_\_\_\_

- There is a one-time \$45.00 administrative fee to set up your account and thereafter there is no minimum use requirement or annual fees.
- The User Name & Password are considered confidential. Subscriber is responsible for all charges incurred by using these codes, therefore do not share with co-workers. See Additional User Agreement.

Subscriber Signature \_\_\_\_\_ date \_\_\_\_\_



Additional User Agreement

The purpose of this form is to allow employees or agents of Subscribers to access Mark Management’s tenant screening services. It is important to understand that due to the federally regulated privacy act (FCRA 15 USC 1681 b), landlordscreening.com must receive from each customer, some documentation indicating that the Additional Subscriber would be using our credit reporting services for proper and professional use only. You can be assured that any documentation that you send us will be kept completely confidential and in a secured file. The Subscriber Agreement must also be completed to demonstrate the knowledge and acceptance of federal laws for accessing credit report information. All signup fees are waived for Additional Users and all accounting will be documented to the Subscriber’s account.

This form is being provided for you to print, complete, and sign, then return to us by fax 407-540-9545 or by mail to 2755 Border Lake Rd Suite 101 Apopka FL, 32703

Print Additional User Contact Information below:

Company Name (if applicable) \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

- **Internet user & password must be between 8 and 10 numbers and/or letters without any punctuation. Must begin with a letter. Each Username and password must include at lease one number and one letter.**
- The User Name & Password are considered confidential. Subscriber is responsible for all charges incurred by using these codes, therefore do not share with co-workers.

Internet User Name\* \_\_\_\_\_

Internet Password\* \_\_\_\_\_

Additional User Signature \_\_\_\_\_ Date \_\_\_\_\_

Subscriber shall be liable for charges incurred by Subscriber’s agents and employees, and responsible for the conduct of processing credit reports in accordance with The Fair Credit Reporting Act. With Subscriber’s signature, this additional User will immediately be activated and all signup fees are waived.

Subscriber’s Signature \_\_\_\_\_ Print Name \_\_\_\_\_