



516-292-3545
9:00 AM - 4:00 PM EST
Monday – Friday

Thank you for creating your account in Step 1.
Please complete Step 2 in order to Activate your account.

Step 2: Activate Your Account

Owner-Managed (Private Landlords)

To complete the application approval process, please FAX the following documents to

Fax: 516-706-7171

or you may send completed, signed and scanned documents via email to

info@quickcheckcredit.com



1. Once we have received the items below, it may take up to 1 business day* to activate your account. You will be notified by email with your log in information once your account is set up and activated. Thank you. * Depending on volume, credit bureau activation can take up to 24-48 hrs.

Please provide the following:

- both items from Category A
- one item from Category B
- one item from Category C



Category A:

- Driver's License or State Photo ID card
- Bank statement, voided check or deposit slip with your home or office address



Category B:

- Copy of real estate tax bill (**from rental property**)
- Settlement Statement, HUD Statement, or Closing Statement (**from rental property**)



Category C: (from rental property)

- Copy of a Deed
- Copy of Public Record
- Property Insurance
- Title Insurance
- Membership Certificate or copy of receipt for membership in The Landlord Protection Agency



2. If the property is owned by a Corporation, LLC, etc., please include a copy of the articles of incorporation or other official business documentation listing the owners/organizers of the business entity.



3. Please include a copy of your most recent phone bill. *(Just the main page with your name and address. Your address must be different from the rental property address. A cell phone bill or cable phone bill with your address is acceptable. Please don't fax all the pages of your phone bill.)*



4. Please include a completed and signed copy of the attached "LETTER OF INTENT" on your company letterhead. *(You can copy and paste the below form onto a document with your letterhead)*

LETTER OF INTENT

(Required for Credit Bureau Compliance)

What is the nature of your business?

For what purpose do you intend to use the credit report(s) ordered?

(Tenant Screening – Employment Screening, Other)

Approximately, how many credit reports do you expect to order per month? _____

How many credit reports do you expect to per year? _____

Will your access to the credit reports be for national reports? _____

Subscriber Company/Landlord Name: _____

Owner/Partner Signature: _____

Authorized Managers Signature: _____

Date: _____



5. On-Site Inspection Per credit bureau policies, an on-site inspection of your business location by a certified inspector is required. **Quick Check Credit Reports** saves you money and time by allowing you to arrange your own site inspection directly with the inspection company at <https://www.businessverifications.com/login.aspx?source=QuickCheckCredit>

To enable you to get the lowest price (\$54.00), Quick Check does not make any money on site inspections. The inspector will be viewing your business location to confirm that it adheres to the following guidelines:

- Office is in commercial setting, or *if in a residence*, must have separate entrance and area from living space
- Office-appropriate furniture – a locking filing cabinet, desk, etc.
- Stationary with your business name
- Exclusive phone number for business
- Company/prospective member cannot be involved in the following activities: Investigative/Detective Agency, Pawn Shop, Credit repair/Credit Counseling, Check Cashing, News agency or journalist, Process Server, or Bail Bond Company.
- Pictures of exterior and interior of office will be taken during inspection.

Please note that the inspection can take 3-7 business days; we will not be allowed to activate your account until the inspection report is received.



6. Please print, complete and sign the following form for Credit Card Billing:

By signing this form, I authorize Quick Check Credit Reports, Inc. to charge the specified card for services rendered.

Name on Credit Card: _____

Credit Card #: _____

Credit Card CVV #: _____ (AMEX-4 digit code on front above card #; ALL OTHERS-3 digit code on back after card #)

Credit Card Type: _____

Credit Card Expiration Date: _____

Billing Address (if different than on application):

Credit Card Signature: _____

Title: _____

Date: _____



7. Please print, complete and sign the following form to indicate your agreement to membership terms:

By signing this form, I agree to the terms and conditions listed in the Quick Check Credit Reports Membership Agreement.

Customer Name: _____

Customer Signature: _____

Title: _____

Address: _____

City: _____ **State:** _____

BELOW TO BE COMPLETED BY QUICK CHECK CREDIT ONLY:

Name: _____

Title: _____

Signature: _____

Date: _____



8. Are you a member of The Landlord Protection Agency?

Yes, my LPA order # is : _____ **No, I am not a member** _____

(LPA Members are eligible for special discounts on all reports in appreciation of our LPA affiliation)



9. Please fax, email, or mail all above required materials to:

Quick Check Credit Reports, Inc.

510 Bellmore Ave.

East Meadow, NY

Tel: 516-292-3545

Fax: 516-706-7171

info@quickcheckcredit.com

Once we receive the requested documentation, it may take up to 1 full business day to set up and activate your Quick Check Credit Reports account. We will notify you by email with your log in information once your account is set up and activated. Thank you.