

**GUIDELINES FOR
REPORTING SERVICES
CHECK LIST**

- COMPLETED APPLICATION FOR SERVICES
- COMPLETED CUSTOMER SERVICE AGREEMENT
- COMPLETED OTHER AGREEMENTS AS APPLICABLE (FAIR ISAAC, EMPIRICA & BEACON)
- COPY OF BUSINESS LICENSE
- IF A BUSINESS, COPY OF ARTICLES OF INCORPORATION OR LLC (WITH PROOF OF FILING)
* LIST OF ALL OFFICERS AND DIRECTORS IN THE COMPANY
- COPY OF FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN) FROM IRS
- IF A LANDLORD OR BUSINESS, PROOF OF OWNERSHIP OF PROPERTY
- COPY OF THE CURRENT YELLOW PAGE OR VERIZON ADVERTISEMENT LISTING YOUR BUSINESS PHONE NUMBER(S). IF A BUSINESS, BUSINESS PHONE NUMBER(S) MUST BE DIFFERENT FROM YOUR HOME PHONE NUMBER
- IF A LANDLORD OR BUSINESS, PROVIDE A MINIMUM OF 3 COMPLETED (SIGNED) RENTAL APPLICATIONS FROM A POTENTIAL TENANTS (CURRENT OR PREVIOUS)
- IF A LANDLORD OR BUSINESS, DOCUMENT FILINGS IN LANDLORD/TENANT COURT
- PHYSICAL INSPECTION SPECIFICALLY DESIGNED TO ADDRESS PHYSICAL SEPARATION FROM LIVING QUARTERS AND/OR SECURITY MEASURES RESTRICTING ACCESS FOR BUSINESS NEEDS ONLY
- HOURS OF OPERATIONS
- LETTER OF INTENT AND DESCRIBE THE SPECIFIC PERMISSIBLE PURPOSE FOR:
 1. WHAT CREDIT OR CRIMINAL INFORMATION WILL BE USED FOR
 2. YOUR TYPE OF BUSINESS
 3. WRITE A STATEMENT THAT THE CREDIT REPORTS OR CRIMINAL REPORTS INFORMATION WILL NOT BE SOLD
- PROCESSING OF APPLICATION MAY TAKE UP TO 1 TO 5 DAYS
- READ PRICE SCHEDULE AND FEES
- ANNUAL PHYSICAL INSPECTIONS ARE REQUIRED FOR ALL USERS OPERATING FROM A RESIDENCE

NOTE: PLEASE COMPLETE ALL BOXES WITH A CHECK MARK!!!!

ALL ORIGINAL MUST BE MAIL BACK

- **NEXT DAY DELIVERY TO THE ADDRESS BELOW IS RECOMMENDED TO SPEED UP THE PROCESS.**

**K-LAK CORPORATION
ATTN: CREDIT DEPARTMENT
508 PHILADELPHIA PIKE, STE B
WILMINGTON, DE 19809-2178**

UPON APPROVAL OF MEMBERSHIP, YOUR COMPANY WILL BE BILLED MONTHLY FOR THE REPORT(S) ORDERED.

K-LAK CORPORATION LOOK FORWARD TO BEING OF SERVICE TO YOU AND YOUR COMPANY. IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CALL OUR OFFICE AT (302) 477-1869 OR (888) 690-8161.

APPLICATIONS AND CUSTOMER SERVICE AGREEMENT MAY BE FAXED TO (302) 478-2507. IN ORDER TO EXPEDITE THE PROCESS MAIL THE ORIGINALS FORMS FOR FULL APPROVAL TO THE ADDRESS ABOVE.

- **PRICES QUOTED AND THE PRICE SCHEDULE ARE VALID FOR 30 DAYS**
- **ACCOUNT CAN BE SET UP AS MENTION IN THE 10TH SQUARE**
- **INCOMPLETE APPLICATIONS WILL DELAY APPROVAL**