



Credit Record Agreement

American DataSearch agrees to obtain credit reports for (client) _____ for the sole purpose of employment/tenant screening. In doing so, the client must agree to the following:

Keep all credit information confidential and not accessible to public view, ***including*** the applicant.

The client must obtain a signed credit authorization form from each applicant/tenant for whom a credit report is requested. Said form will be provided by American DataSearch. When requesting a credit report by fax, the signed form will be submitted along with your request.

For on-line credit requests, said signed authorization form must remain in applicant/tenant file. ***It is unlawful to obtain a credit report without said authorization.*** Any violation of this agreement will result in the immediate termination of services.

This Credit Record Agreement will remain in client's file for any and all future credit history request for employment/tenant purposes.

If applicant requests a copy of his/her credit report they must submit a written request to the Credit Bureau.

All information must be kept confidential and records kept for 7 years.

I have read the foregoing agreement and fully understand all aspects of said agreement.

Company Name

Authorized Signature

Name (Printed)

American DataSearch

Date

Date