

## CREDIT RECORD AGREEMENT

American DataSearch, Inc. Agrees to obtain credit reports for (client) \_\_\_\_\_ . For the sole purpose of employment or tenant screening. In doing so, the aforementioned client must agree to the following:

- \* Keep all credit information confidential and not accessible to public view, ***including*** the applicant. In addition, it is the client's responsibility to keep all releases for a period of three (3) years.
- \* Client must also understand the credit report cannot be furnished without written authorization from the applicant. This authorization must be received in our office prior to any report being obtained on behalf of client.
- \* If applicant is turned down based on the results of a credit report, a denial letter must be mailed to the applicant within 10 days. If the applicant requests a copy of his/her credit report, he/she must submit a written request to the credit bureau from where the report was received.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Agent Signature

\_\_\_\_\_  
Authorized Agent Name Printed