

Annual Site Inspection Sample

Annual Site Inspections will be done by a Bureau Certified Licensed Real Estate Agent; he/she will follow the guideline as set out below. The cost of the annual site inspection is \$54.00. TVS does not make a profit from this. Site Inspection will be conducted within 3-5 business days.

You will be contacted by the Inspector prior to the inspection; he/she should identify him or her self as the Site Inspector for Tenant Verification and should be able to produce a Real Estate License.

Please review the following Guidelines to ensure that your Landlord Business meets this criterion so that you do not waste your time, effort and money. In the meantime you can order the TVS Decision Report, the Criminal and Eviction Reports so that you can continue to screen Applicants.

We regret any inconvenience that this has caused. TVS is attempting to roll with the punches at great cost. We appreciate your understanding and cooperation in this matter which we have no control over. TVS will endeavor to continue to bring you the very best Service that it can. Please click the option which applies to your current landlord status.

[Download Site Inspection Checklist](#) 

Please click below for Credit Bureau Policy

- [I am a Landlord Operating from my Residence..... Page 2](#)
- [I am a Landlord Operating under a Business Name..... Page 3](#)
- [I am an Apartment Management Company,
or Real Estate Agent Conducting Business
as a Property Manager or Apartment Complex Page4](#)

If end user is an INDIVIDUAL LANDLORD ACCESSING CREDIT REPORTS OUT OF A RESIDENCE:

One of the following must be obtained for proof of property ownership **for each rental property**:

- Copy of filed property title
- Copy of filed property tax records
- Property insurance documents from the county/city/state

Obtain a copy of a completed (signed) rental application or agreement **for each rental property**.

The following item is required to verify property owner's identification prior to allowing access:

- Copy of valid Government Issued Driver's License

In addition to the items stated above, the following items are required to further document the end user: When an end user is operating from a residence; a more in-depth investigation is required due to the greater security risk from casual disclosure or access, and the mobility of the business. More stringent documentation is also required with these end users. Each end user must be identified as operating from a residence.

- Physical inspection specifically designed to address physical separation from living quarters and/or security measures restricting access for business needs only.
- **Annual** physical inspections are required for all end users operating from a residence. Proof of physical inspection must be maintained in the end user file.

If end user is an INDIVIDUAL LANDLORD OPERATING UNDER A BUSINESS NAME:

One of the following must be obtained for proof of property ownership **for each rental property**:

- Copy of filed property title
- Copy of filed property tax records
- Property insurance documents from the county/city/state

Obtain a copy of a completed (signed) rental application or agreement **for each rental property**.

The following item is required to verify property owner's identification prior to allowing access:

- Copy of valid Government Issued Driver's License

In addition to the items stated above, any of the following items are required to further document the end user Business:

- Experian approved Business Credit Report that verifies the company is in business
- Business license status from government web site (please include entire web page print out)
- Business license copy
- State and/or federal tax records originating from the state or federal government
- Fictitious Business Name filing with proof of filing

A physical inspection must be performed on each end user's business location to validate the legitimacy and location of the business. The physical inspection must be performed by an Experian recommended third party vendor. Use of the Experian approved physical inspection checklist and three photographs are required for each inspection.

The business telephone number which was provided on the membership application must be verified as accurate with a third party authority that does not rely on self-reported data. The phone number must be listed in the name of the end user or must be tied to a business owner or and officer matching the entity. The verification must be documented, including the method of verification, name of verifying entity, date verified and the initials of the person who conducted the verification. *Examples of appropriate verification tools include the following: Directory Assistance, Copy of current Yellow Pages advertisement, Regional Bell Operating Companies (RBOC), copy of Internet page from a telephone company website, or phone bill*

aTenantScreen ONLINE

If end user is an APARTMENT MANAGEMENT COMPANY, A REAL ESTATE AGENT CONDUCTING BUSINESS AS A PROPERTY MANAGER, or APARTMENT COMPLEX, verify bona fide rental business:

Obtain **one** of the following:

- Minimum of 3 completed (signed) rental applications (*either existing tenants or new applicants is acceptable*)
- Document filings in Landlord/Tenant Court with proof of filing
- Verify membership in local/regional/national Apartment Association

AND

In **addition** to one of the items listed above, **one** of the following items must also be obtained:

- Experian approved Business Credit Report that verifies the company is in business
- Business license status from government web site (please include entire web page print out)
- Business license copy
- Copy of Articles of Incorporation (with proof of filing)
- State and/or federal tax records originating from the state and/or federal government

A physical inspection must be performed on each end user's business location to validate the legitimacy and location of the business. The physical inspection must be performed by an Experian recommended third party vendor. Use of the Experian approved physical inspection checklist and three photographs are required for each inspection.

The business telephone number which was provided on the membership application must be verified as accurate with a third party authority that does not rely on self-reported data. The phone number must be listed in the name of the end user or must be tied to a business owner or and officer matching the entity. The verification must be documented, including the method of verification, name of verifying entity, date verified and the initials of the person who conducted the verification. *Examples of appropriate verification tools include the following: Directory Assistance, Copy of current Yellow Pages advertisement, Regional Bell Operating Companies (RBOC), copy of Internet page from a telephone company website, or phone bill*

If end user is an APARTMENT MANAGEMENT COMPANY:

A signed list of all apartment complexes under the apartment management company must be obtained.