



Bank and Trade References Form

Lafayette, LA 70503

337-376-5242

compliance@2cbss.com

Bank Information

Bank Name: _____

Address: _____

Telephone No: _____

Business Account No: _____

Business Account No: _____

Trade Information

Please list three trade references below

1. Company Name: _____

Address: _____

Telephone No: _____ Account No: _____

2. Company Name: _____

Address: _____

Telephone No: _____ Account No: _____

3. Company Name: _____

Address: _____

Telephone No: _____ Account No: _____

compliance@2cbss.com



Bank and Trade Release Form

I (We) are applying for service and credit with CBSS. As part of the qualification process, CBSS will need to obtain a rating on my (our) bank account and trade references. By signature below, I (we) hereby authorize this information to be released to a representative of Compliance Background Screening Services (CBSS).

Company Name: _____

Authorized Signature

Co-Applicant Signature

Printed Name

Printed Name

Date

Date

*** FOR OFFICE USE ONLY – DO NOT WRITE IN THIS BOX ***

Bank/Trade Name: _____

Account No: _____

BANK

Date Account Opened: _____ Rating: _____

Current Balance: _____ Average Balance: _____

Verified By: _____ Date: _____

TRADE

Date Account Opened: _____ Rating: _____

Current Balance: _____ High Credit: _____ Terms: _____

Manner of Payment: _____ Current Status: _____

Verified By: _____ Date: _____

Please Return Completed Form to:

[Compliance Department](#)

CBSS

Lafayette, LA 70503

337-376-5242 ❖ 888-959-5242

compliance@2cbss.com

CREDIT BUREAU AGREEMENT

Required Terms for Agreement Between Reseller and End User for Consumer Reports for Employment Purposes

1. End User is a _____ (type of business) and has a need for consumer credit information in connection with the evaluation of individuals for employment, promotion, reassignment or retention as an employee ("Consumer Report for Employment Purposes").
2. End User shall consent to a professional physical inspection of their business premises that will include, but is not limited to: viewing employment environment to determine legitimacy of professed business, taking photos of building and signage, gathering of business collateral, determining permanency of office space, and reviewing appropriate licenses. Subscriber agrees to pay the \$100 fee for this required procedure.
3. End User shall request Consumer Credit Report for Employment Purposes pursuant to procedures prescribed by Reseller only when it is considering the individual inquired upon for employment, promotion, reassignment or retention as an employee, and for no other purpose.
4. End User certifies that it will not request a Consumer Credit Report for Employment Purposes unless:
 - a. A clear and conspicuous disclosure is first made in writing to the consumer by End User before the report is obtained, in a document that consists solely of the disclosure, that a consumer report may be obtained for employment purposes;
 - b. The consumer has authorized in writing the procurement of the report; and
 - c. Information from the Consumer Credit Report for Employment Purposes will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.
5. End User further certifies that before taking adverse action in whole or in part based on the Consumer Credit Report for Employment Purposes, it will provide the consumer with:
 - a. A copy of the Consumer Credit Report for Employment Purposes; and
 - b. A copy of the consumer's rights, in the format approved by the FTC.
6. End User shall use Consumer Credit Report for Employment Purposes only for a one-time use, and shall hold the report in strict confidence, and not to disclose it to any third parties not involved in the employment decision.
7. End User will maintain copies of all written authorizations for a minimum of five (5) years from the date of inquiry.
8. The FCRA provides that any person who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses shall be fined under Title 18 of the United States code or imprisoned not more than two years, or both.
9. With just cause, such as delinquency or violation of the terms of the End User's contract or a legal requirement, or a material change in existing legal requirements that adversely affects End User's Agreement, Reseller may, upon its election, discontinue serving the End User and cancel this Agreement immediately.

LEGAL NAME: _____

dba: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

LEGAL NAME: **L & R MORAN, INC.** _____

dba: **HIRE LEVEL** _____

SIGNATURE: _____

NAME: **ERIN TAYLOR** _____

TITLE: **VP OPERATIONS** _____

DATE: _____

Sample Letter of Intent

Dear Credit Bureau:

We are requesting the privilege of ordering credit reports for the permissible purpose of tenant screening.

The nature of our business is _____. We are a (local / regional / national) company and intend to use approximately _____ credit reports per month.

SAMPLE