



516-292-3545
9:00 AM - 4:00 PM EST
Monday – Friday

**Thank you for creating your account in Step 1.
Please complete Step 2 in order to Activate your account.**

Step 2: Activate Your Account Owner-Managed Private Landlords (NO SITE INSPECTION)

To complete the application approval process, please FAX the following documents to

Fax: 516-706-7171

or you may send completed, signed and scanned documents via email to

info@quickcheckcredit.com



1. Once we have received the items below, it may take up to 1 business day* to activate your account. You will be notified by email with your log in information once your account is set up and activated. Thank you. * Depending on volume, credit bureau activation can take up to 24 hrs.

Please provide the following:

- **all** items from Category A
- **Two** items from Category B



Category A: (Owner Verification)

- Driver's License or State Photo ID card
- Bank statement or voided check or deposit slip with your home or office address
- Copy of Lease Agreement (signed by you & previous tenant) & Rental Application (signed by previous or prospective tenant)



Category B: (Rental Property Verification – 2 items)

- Copy of real estate tax bill (**from rental property**)
- Copy of a Deed (**from rental property**)
- Copy of Public Record
- Property Insurance
- Membership Certificate or copy of receipt for membership in The Landlord Protection Agency



2. If the property is owned by a Corporation, LLC, etc., please include a copy of the articles of incorporation or other official business documentation listing the owners/organizers of the business entity.



3. Please include a completed and signed copy of the attached "LETTER OF INTENT" on your company letterhead. *(You can copy and paste the below form onto a document with your letterhead)*

LETTER OF INTENT

(Required for Credit Bureau Compliance)

What is the nature of your business? (Landlord, Other)

For what purpose do you intend to use the report(s) ordered?

(Tenant Screening – Employment Screening, Other)

How many reports do you expect to order per year? _____

Will your access to the credit reports be for national reports? ____ Y ____

Please list rental properties you own for which you be using screening reports:

(Requested in lieu of site inspection for Credit Bureau Compliance)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Subscriber Company/Landlord Name: _____

Owner/Partner Signature: _____

Authorized Managers Signature: _____

Date: _____



4. Please print, complete and sign the following form for Credit Card Billing:

By signing this form, I authorize Quick Check Credit Reports, Inc. to charge the specified card for services rendered.

Name on Credit Card: _____

Credit Card #: _____

Credit Card CVV #: _____ (AMEX-4 digit code on front above card #; ALL OTHERS-3 digit code on back after card #)

Credit Card Type: _____

Credit Card Expiration Date: _____

Billing Address (if different than on application):

Credit Card Signature: _____

Title: _____

Date: _____



5. Please print, complete and sign the following form to indicate your agreement to membership terms:

By signing this form, I agree to the terms and conditions listed in the Quick Check Credit Reports Membership Agreement.

Customer Name: _____ **E-Mail:** _____

Customer Signature: _____

Title: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

BELOW TO BE COMPLETED BY QUICK CHECK CREDIT ONLY:

Name: _____

Title: _____

Signature: _____

Date: _____



6. Are you a member of The Landlord Protection Agency?

Yes, my LPA order # is : _____ **No, I am not a member** _____

(LPA Members are eligible for special discounts on all reports in appreciation of our LPA affiliation)



7. Please fax, email, or mail all above required materials to:

Quick Check Credit Reports, Inc.

510 Bellmore Ave.

East Meadow, NY

Tel: 516-292-3545

Fax: 516-706-7171

info@quickcheckcredit.com

Once we receive the requested documentation, it may take up to 1 full business day to set up and activate your Quick Check Credit Reports account. We will notify you by email with your log in information once your account is set up and activated. Thank you.