



# TENANT CHECK CREDIT SERVICES

Ph: (604)460-0838 ♦ Toll Free: 1-877-777-0838 ♦ Fax: (604)460-0049  
Email: info@tenantcheck.ca



## DON'T TAKE A CHANCE - Use TenantCheck!

Thank you for choosing **TenantCheck** to assist you in selecting a new tenant for your rental property or to verify the suitability of a mortgage applicant. Selection of an appropriate applicant can often be a difficult process. As a landlord or mortgagee, you want to make sure that all the information on an application is legitimate and that they have a history of reliability and promptness in meeting their financial obligations. By using **TenantCheck** you will be able to quickly and easily obtain credit information that will assist you in your decision making process.



***\*\*Please note that in order to utilize the services of TenantCheck, you will require access to a fax machine and/or scanner.\*\****

**This information package contains the terms and conditions that you must review and accept prior to requesting a credit search on an applicant.**

**\*\*NEW MEMBERS – DUE TO AN INCREASE IN IDENTITY THEFT WE NOW REQUIRE A COPY OF YOUR DRIVERS LICENCE (preferably scanned for clarity purposes) ALONG WITH YOUR COMPLETED AGREEMENT FOR SERVICE FORM.**

Upon receipt of your completed Agreement for Service form and photo ID verification, you will be entitled to obtain a credit report on each applicant who completes a Consent form. This will include credit rating information, all addresses on record, legal (civil actions only), bankruptcy and collection information

### **COST - Credit checks are billed as follows:**

**INDIVIDUAL:** \$30.00 per report (plus HST)  
**COUPLE:** \$55.00 for both reports (plus HST) - \$5 savings

***\*\* 10% discount for more than one inquiry in a month \*\****  
***\*\*Credit checks on couples are considered one report for discount purposes\*\****

**TERMS:** VISA or MasterCard. An invoice will be sent as an email attachment unless otherwise specified.

**BUSINESS HOURS:** Monday to Friday, 9am to 5pm, with on-call availability evenings and weekends until 9 pm (please leave a message and we will return it as soon as possible).



TENANTCHECK CREDIT SERVICES  
MEMBER REGISTRATION AND  
AGREEMENT FOR SERVICE



**\*\* Fax completed form to 604-460-0049\*\***

**TERMS AND CONDITIONS:**

TenantCheck Credit Services (hereinafter called TenantCheck) agrees to provide credit reporting information to the undersigned (hereinafter called the Member) on a fee-for-service basis. It is the sole responsibility of the Member to obtain a completed CONSENT FORM from each applicant, PRIOR to TenantCheck obtaining the credit report. TenantCheck will not perform a credit check without receipt of a completed CONSENT FORM.

The Member acknowledges that TenantCheck will only provide credit information for a tenancy, mortgage or other allowable purpose as prescribed by the Business Practices and Consumer Protection Act [SBC 2004], Chapter 2, Part 6, and/or as specified by Trans Union of Canada. The Member acknowledges that any decisions made utilizing the credit information supplied by TenantCheck will be at the Member's sole discretion and without any liability to TenantCheck.

The Member guarantees that they will use the credit information received from TenantCheck solely to verify the credit worthiness of the applicant, and in accordance with the written authorization received from the applicant. The Member agrees to not convey any credit information received from TenantCheck to any third parties or to the applicant. If the Member denies an application due to the results of a credit report and the applicant wishes to view their personal credit information, the Member will direct them to contact Trans Union of Canada at 1-800-663-9980.

The Member will take all necessary and reasonable measures to ensure the security and confidentiality of credit information received from TenantCheck, and will only permit its representatives, agents and employees to utilize the credit reports for the purposes required to perform their duties.

The undersigned authorizes TenantCheck to charge their credit card account for every credit check request received, upon delivery of the credit report to the Member by phone, fax or email. TenantCheck reserves the right to refuse future service if accounts are not resolved on a timely basis. TenantCheck, at their sole discretion, may withhold or terminate services to the Member, if the Member violates any term(s) of this agreement. This agreement shall continue in effect until terminated by either TenantCheck or the Member, in writing.

*Agreed this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_*

**Full Name (please print):** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**City/Province:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ (DAY)

**Fax Number:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ (EVENING)

**Email address** \_\_\_\_\_

**\*\* Please forward a scanned copy of your drivers license to [info@tenantcheck.ca](mailto:info@tenantcheck.ca), for identify verification\*\***

**PAYMENT METHOD**

**PLEASE CHECK ONE:** VISA  MASTERCARD

**CREDIT CARD**

**NUMBER:** \_\_\_\_\_ **EXPIRY DATE:** \_\_\_\_\_

**FULL CARD NAME (please print):** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant (required even if no credit card information provided)**



# TENANTCHECK CREDIT SERVICES

APPLICANT - Credit Check Consent Form

**\*\* Fax completed form to (604)460-0049\*\***



LANDLORD/LENDER NAME: \_\_\_\_\_

**CREDIT CHECK CONSENT**

I/We hereby consent to TenantCheck Credit Services obtaining a credit information report on me from a consumer reporting agency, in connection with my/our application for tenancy, mortgage or other allowable purpose, based on the Business Practices and Consumer Protection Act, [SBC 2004], Chapter 2, Part 6

**NOTE: This consent allows information on a spouse to be included in any report.**

**APPLICANT INFORMATION:**

FULL LEGAL NAME: \_\_\_\_\_

BIRTHDATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SOCIAL INSURANCE #: \_\_\_\_\_  
(mm/dd/yyyy)

CURRENT ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

CURRENT PHONE NUMBER \_\_\_\_\_

**EMPLOYMENT INFORMATION:**

NAME OF EMPLOYER \_\_\_\_\_

POSITION \_\_\_\_\_

**OTHER INFORMATION:**

NAME OF SPOUSE \_\_\_\_\_  
(MARRIED OR COMMON LAW)

DATED: \_\_\_\_\_ SIGNED: \_\_\_\_\_

*PLEASE NOTE THAT EACH APPLICANT MUST SIGN A SEPARATE FORM FOR JOINT CREDIT SEARCHES*

**FAX COMPLETED FORMS TO: (604)460-0049  
BUSINESS HOURS: 9am to 5pm, Monday to Friday  
(after hours/weekends - on call, please leave a message)**