1. Is the office located in a commercial building (as opposed to a private residence/apartment?)
   If yes, skip to question 2, If no, complete the following questions
   A. Residence, is the business operation physically separate from the living quarters?
   B. Residence, have security measures been taken to restrict access to the work area?
   C. Residence, is there a permanent sign identifying the business on premises?
   D. Residence, is there a separate phone with a listing under the name of the business?
   E. Residence, total employees working from this location? (May Include Owner)

2. Is the business actually located at the address stated on the application?
   If no, please explain: ____________________________________________________________

3. Is there a permanent sign on the door or window, which identifies the company?
   Does it reflect the same name listed above?
   If no, what is the exact name appearing on the sign? ________________________________

4. Are the signs and/or advertisements consistent with the type of business listed above?
   If no, please explain ____________________________________________________________

5. Does the space appear to be a temporary executive office suite or other temporary facility?
   If yes, how long at this facility? ________________________________________________

6. Is office space shared with another business?
   If yes, list the company names: _________________________________________________
   If yes, is there any affiliation between the companies?
   What are the services provided by the other companies? ____________________________

7. Do the space, furnishings and office equipment match the size/type of business noted above?

8. Are customer applications/credit reports stored onsite?

9. Is the company name on stationery, business cards, the same as the name listed above?
   (Note: Try to obtain samples of stationery, business cards and advertisements and forward with inspection form)

10. Is there evidence (i.e. advertising material, letterhead, business cards, etc.) that the business is involved or associated with any of the unsuitable businesses listed below?
    (please check all that apply)

11. Does it appear that the prospective customer’s stated purpose in obtaining credit reports is compatible with the type of business it appears to be conducting?

12. Is the business license displayed in the office?
    If no, explain: __________________________________________________________________
    If yes, please record: License number: __________________________________________________________________________
    Expiration Date: ________________________________________________________________________________________________
    Business Type/SIC on License: __________ License Agency/Phone: ____________________________

13. Document Destruction/Storage
    Are customer files stored in locked file cabinets?
    How does the customer destroy confidential documents? Shredder Destruction Service Other ______

14. Location of equipment used to access credit reports?
15. Is access of equipment restricted?  
   □ No □ Yes
   If yes, how? ______________________
16. If no is the equipment secured to the desk by a PC lock?  
   □ No □ Yes
17. Is the PC password protected?  
   □ No □ Yes
18. Is the PC viewable by non-employees?  
   □ No □ Yes

I certify the above to be true and correct:
Inspector’s Signature: __________________________ Date: / / Phone: ( )
Printed Name: __________________________
Interviewee’s Signature: __________________________ Date: / / Phone: ( )
Printed Name: __________________________

FAX TO (800) 227-5573