

For new members applying for Credit Bureau access

Note: It is recommended that you complete the **4506-T Addendum** at the same time as the CBA Agreement for Service. It is very important that you complete the contract properly. The contract is downloaded from our web site. This link is posted in the sign up instructions on the benefits page as: **CBA Agreement for Service**

The first page of the agreement is the information and basic instructions page. The agreement for service is numbered at the bottom from page 2 through page 9. The page 10 is the fax cover sheet for communications needs.

The contract form must be completed in full and signed. Tips for completion are shown below. Please note that it is important to know your own business structure before beginning. That may sound odd but, the contract covers different groups in one package. The affiliate section on page 5, may not apply to everyone. That page would apply only if you have branch office locations.

The sections for a single office operation will most likely be used by the majority of the brokers. If you have just one location as a rented commercial space or a professional office within your home, you will be required to complete and sign page 4. NOTE: Page 4 is asking for your reason to pull a credit. We will be checking **block A**. Under paragraph 24, you will sign as indicated. On the line for "intended use of reports", you can state that it is "***for extension of credit for related business equipment lease/financing purposes.***"

The other page you need to execute is page 6. Yes, we need to sign the continuing guaranty. Aside from the logical usage statements within the agreement, this program is invoiced monthly in arrears. Obviously, CBA wants to make sure their invoices will be paid. (This is one vendor you definitely want to pay on time). Again, complete the information as requested and sign the form. Pages 7, 8 and 9 are the profile or "application information" pages. Please complete appropriately. Note that page 5 is used for the larger members that have branch or agent office operations. If you have this business structure, please process appropriately.

Page 10 is the final page and is a "Check List." Follow the checked boxes. Make a copy of your business license or corp. data from your SOS web site or local entity showing you are a legal registered business. The Gov't ID can be a copy of your valid driver's license. You will need to provide page 1 of your most recent business bank statement. Be sure that page shows the name, address and that there is a current balance. You will also need to send a copy of your most recent telephone bill. This bill is for verification purposes. If you do not have a business phone number yet, you may need to register your business on Surperpages.com to qualify. Please refer to the "Tips For Site Inspection" for more detail.

Upon completion, fax to Melissa at **(877) 807-1816**.

Be sure to note on the cover that you are a member of the NAELB.

CBA Changes (Revised July 13, 2010)

Compiled by **Jim Blumberg**, MIJ Leasing, LLC

CBA / Corelogic Credco has modified their paperwork to comply with the FCRA and the three major credit bureau's regulations.

Member credit reports under the NAELB Discount program are provided to us through a professional business alliance with CBA Information Solutions, a Corelogic Credco Company (CBA). As such, CBA requires all users to be in compliance with their published guidelines and meet their strict standards for application acceptance.

For current CBA users applying for 4506-T access...

Download the **4506-T Addendum** and fill in the appropriate information. Sign and date the document and fax to Melissa Abuan at (877) 807-1816. You will receive confirmation via e-mail.

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TIPS for a Successful Onsite Inspection

- For most small shops, you will probably have an office set up in your home. Most times, two people are in the home. Even as a sole proprietorship or single entity LLC, someone is there at times to assist with the filing or telephones. Almost all members would have at least **TWO (2)** people working in that facility that may read the applicant's information. A copy of the bank signature card for your business account that shows you and your partner's signatures **may** be a useful document. However, just the number is used on the checklist form.
- Make sure the office, wherever it is located in the home, is a separate room with a locked door limiting access for non-workers. If the office is a converted bedroom, the bed and dressers should not be in the room now. The furnishings should only reflect the business items (i.e. desk, locked file cabinets, PC workstations, etc.) Remember that an office is not shared living space. If you work in a living room, kitchen. etc, you will not pass the qualification inspection.

- For purposes of identification, you may want to place a small sign on the door showing this is a business office.
- For any business, it is important to have a published phone listing. Until you have this set up, you may find it beneficial to register your business profile with an online business profile service such as www.superpages.com. They have a FREE Business profile listing that may be very helpful to small companies that are awaiting the set up a primary business phone number. It may, at times, be needed for verification purposes as well.
- If you went to the effort to get a business license or registration for a Federal ID or related document, it would be good to post this somewhere in the office for review, if needed.
- Most small offices use a shredder for confidential document destructions.
- Most offices use desktop PCs with password entry to access their credit reporting services. Some offices have notebook PC's for basic businesses needs. Although portable, these specific business units remain in the office for inside use. Logically the use of a desktop to access bureaus makes the most sense. It is understood that, in all cases, access is always restricted and non-employees never view the information.
 - **As always, thanks to all for supporting our NAELB programs.**