



NATIONAL
PRE-EMPLOYMENT
RESEARCH inc.

Stockbridge, Georgia

Office: 770.389.6607 **FAX:** 770.389.5297

E-mail: NationalPROorders@bellsouth.net

INFORMATION & BACKGROUND SCREENING

Thank you for your interest in our services. Included is information on our pricing and services, as well as general information pertaining to the area of resident / tenant screening and background investigation. New investors in real estate, and sometimes even experienced professionals, learn the hard way that the critical difference between making their financial dreams come true and realizing their worst nightmares is the quality and character of the tenants who rent and live in their properties. Whether you are a first time investor or an experienced professional, *National Pre-Employment Research, INC* is prepared to assist you in making sure the potential resident or tenant you have is one who will give you the best chance of maximizing your investment objectives.

National Pre-Employment Research, INC provides **nationwide** pre-employment screening services to businesses throughout the United States, as well as internationally. We also perform background investigation of individuals and businesses with appropriate purpose. *National Pre-Employment Research, INC* is fully licensed and insured as a private investigative agency, as required by Georgia law. We strive to provide superior customer service and personalized attention to all of our clients, large or small.

We look forward to being of service to you and your business. Give us a call, or simply return the enclosed forms today!

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INFORMATION SHEET FOR RESIDENT / TENANT SCREENING SEARCHES

1. **HOW TO SIGN UP** – Please fill out and return the attached service and billing agreement prior to your first order. In addition, if you will be ordering Georgia driving records, we are required by law to have the Georgia DPS Bulk User Certificate on file as well. Please list any promotional specials or volume pricing, you were offered on the billing agreement.
2. **HOW TO ORDER** – We accept orders by fax, e-mail, or via our web site. We do not accept telephone orders. Searches performed for pre-employment screening purposes, or any search requiring a signed release from the applicant, will need to be faxed to us or scanned to your PC and sent as an e-mail attachment to: NationalPROorders@bellsouth.net. An FCRA compliant release and separate order form is provided, please use those forms only to make sure of federal compliance regulations. Make sure all information is legible. Also mark clearly the searches you require, and be sure to include the name of your company, a contact name, and appropriate phone and fax numbers. If you have any special instructions, please indicate those clearly on the request. Results will be marked on the order form and any records attached and returned via fax (or e-mail if you prefer, where possible).
3. **WHAT TO ORDER** – For potential renters, we recommend, at a minimum, a criminal felony/misdemeanor background check in the last geographical location where the applicant has lived, worked, or gone to school. This information can be determined from the address history provided by the applicant; however, it is best to have us perform a social security number trace first to obtain the individual's address history. This determines not only if the SSN is valid, but also if your applicant may be omitting information on his or her application, and to ensure that your screening process is thorough. A credit report should be run to determine the financial responsibility of the applicant and to see if any evictions or foreclosures are recorded. For more thorough background checks if landlord wants to go deeper, other searches of interest may include civil records (to search for involvement in lawsuits), federal records (federal level criminal, civil or bankruptcy information), or a nationwide wants/warrants and/or sex offender search. If you have specific needs, please let us know, as will do our best to accommodate all requests.
4. **SEARCH REQUIREMENTS** – Please make sure your search request includes the following information for each subject: full name including any aliases or AKA's, social security number, date of birth, address history, and signature of the applicant giving authorization for a background check to be done. In addition, if you are ordering driving records, we must have the driver's license number and state requested. **NOTE:** If you order Georgia driving records, include a photocopy of the driving license with the request. We must verify information from the driver's license itself. Insure all information is **legible** and able to read by us. Look at each form before sending and if you cannot read all information on the forms you can be sure we cannot either. This will avoid delays in processing time and getting results reported to you.
4. **CUT-OFF TIME** – All orders must be received by our office by 4:00 p.m. Eastern Time for processing the same day. Orders received after the cut-off will be processed the next business day.
5. **TURNAROUND TIME** – The average turnaround time for processing most requests is 24 – 36 hours, depending on the type of search requested, and the jurisdiction. We strive to keep all clients informed of any delays; however, feel free to call us at any time to check on the status of an order.

WE LOOK FORWARD TO WORKING WITH YOU. PLEASE LET US KNOW IF YOU HAVE QUESTIONS OR CONCERNS THAT ARE NOT COVERED IN THIS INFORMATION PACKAGE.

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BACKGROUND SERVICE & BILLING AGREEMENT

Company Name: _____ Tax ID/SS#: _____
Mailing Address: _____
Phone: _____ Fax: _____ e-mail: _____
SEND RESULTS VIA: Fax e-mail U.S. Mail CONTACT PERSON: _____
BILLING PREFERENCE:
Monthly invoicing to attention of _____, via: Fax e-mail US Mail
Credit card: Visa MasterCard Discover American Express
Account Number: _____ Exp. Date: _____
Cardholder Name: _____ Billing address: _____

SERVICE TERMS: National Pre-Employment Research, INC provides companies and individuals with public record information. This information is obtained from a combination of personal, business, and public record sources, and may include but is not limited to criminal, civil or bankruptcy records, credit and financial information, driving records, real estate information, education, military and employment history. Due to the nature of this information, Subscriber agrees to keep all reports strictly CONFIDENTIAL. Subscriber agrees to comply with all provisions of the Federal Fair Credit Reporting Act and other state or federal laws. The Subscriber shall provide any and all affidavits, certifications, and releases that may be reasonably requested in relation to conducting a requested information search. National Pre-Employment Research, INC will utilize its best efforts to provide accurate and complete information; however, we are not responsible for any errors or omissions in public record sources. Therefore, Subscriber agrees to accept all information AS IS and to hold harmless National Pre-Employment Research, INC its directors, officers, and employees, and all third parties, from and against any and all claims, suits, or actions of every name, kind, and description arising from or in any way related to use of information by Subscriber (or any third party receiving such information from Subscriber). To that end, both parties agree that the limit of liability to which the Subscriber can hold National Pre-Employment Research, INC liable is the amount of the fee paid by the Subscriber for the specific information in question.

BILLING TERMS: Subscriber agrees to pay to National Pre-Employment Research, INC the applicable charge prevailing for services rendered, as updated periodically through faxed, mailed, or on-line announcements. Subscriber understands that payment is due upon receipt of the invoice. Accounts outstanding over 30 days will accrue interest at 18% per annum, as provided by Georgia law. Service may be suspended on past due accounts at our discretion. Repeated late payment may result in termination of this agreement.

PLEASE NOTE: All discounts will be lost, and regular prices apply, if invoices are not paid within 30 days. This applies to volume discounts, special offers, or other any discount offered. Subscriber is responsible for any collections costs and/or attorney fees incurred by National Pre-Employment Research, INC through its efforts to collect on any balance owed by Subscriber. Returned checks will incur a \$30.00 processing fee. A consumer or business credit report may be requested by National Pre-Employment Research, INC for Subscribers requesting monthly invoicing. Upon request, Subscriber will be informed whether any consumer credit report was requested and, if so, the name and address of the consumer reporting agency that furnished the report to National Pre-Employment Research, INC.

By executing this agreement, Subscriber acknowledges and agrees to comply with all terms and conditions set forth in both the service and billing agreements above, and acknowledges receipt of current price lists and ordering policies. I certify that I am authorized to execute this Subscriber Application on behalf of myself and/or the company listed above.

Client

National Pre-Employment Research, INC

Authorized Agent

Authorized Agent

Title: _____

Title: _____

Date: _____

Date: _____

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SERVICE REQUEST SHEET

CLIENT INFORMATION

Company Name: _____

Contact: _____

Phone: (_____) _____ Fax:(_____) _____

Applicant _____

SERVICES REQUESTED

*** PLEASE PRINT CLEARLY ***

____ Social Security Number Trace / Verify

____ Credit Report

____ Motor Vehicle Report: (State & DL #): _____

____ Criminal Records Search: Location(s) ALL FOUND ____ or specify below ____:

State(s): _____

County(s): _____

City(s): _____

Federal: _____

Sex Offender: _____

International: _____

(specify country and location within country (province, region, city))

____ Civil Records Search: Location(s) ALL FOUND ____ or specify below ____:

State(s): _____

County(s): _____

City(s): _____

____ Education

Verification

____ Past Work History Verified

____ Substance Abuse Screening

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