



background resources, inc.

29W 110 Butterfield Road Suite #105

Warrenville, IL 60555

Phone: 888-800-9044

Fax: 888-621-9044

Dear Valued Client:

Following is the Service Agreement for background resources, inc., which needs to be completed in order to establish your account for pulling background-screening reports, as required by the credit repositories.

The repositories have also demanded that we require and obtain certain items for verification before we sign a client, and have most recently been very strict on such compliance procedures.

For Employment Purposes:

- a) Copy of your Articles of Incorporation and/or Business License.

For Tenant Purposes:

If you are a MANAGEMENT or REAL ESTATE COMPANY you will need to provide:

- a) A copy of (1) one contract between Management Company and a representative property owner OR
- b) A copy of an unsigned standard contract and a list of your agents that will be ordering our services.

If you are a SMALL LANDLORD you will need to provide:

- a) A Utility Bill
- a) A copy of the County Tax Assessors Bill **OR**
- b) A copy of the Escrow/Closing Statement for the property that is being rented.

Due to recent auditing procedures it is imperative that we obtain this information prior to your first order.

To get started we will accept a faxed copy of this paperwork. We are required to obtain the original Service Agreement, which you may forward at your earliest convenience. It is always best to maintain a copy in your own records. A one time \$25.00 setup fee for new clients is required. Please make your payment to: Background Resources, Inc. Include payment when mailing the original contract back to us.

If you have any questions, please do not hesitate to contact your Sales Representative, Customer Service or the Compliance Officer at 888-800-9044.

Thank you.



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Service Agreement

Describe the specific purpose for which you will be using our services:

(Check One)

Employment

Tenant

Both

PLEASE PRINT

A. Physical Address *REQUIRED*:

Company or Independent Name: _____

Address: _____

Street City State Zip Code

Phone No. Fax No. Website Address

B. Billing Contact / Address:

Check if same as Physical Address

Contact: _____ E-mail Address: _____

Street Address: _____

Street City State Zip Code

Phone No. Fax No.

Do you require a P.O. Number on your invoice [] No [] Yes P.O. Number: _____

C. Executive Contact: (Decision maker, Manager)

Contact: _____ E-mail Address: _____

D. Administrator Contact: (Responsible for placing orders/retrieving results)

Check if same as above Contact

Contact: _____ E-mail Address: _____

Additional Information:

How did you hear about our company? Advertisement Telephone Directory Referral Sales Call Internet
Please provide additional information to the above question (i.e. which advertisement, who referred you, sales rep., etc)

FOR IN OFFICE USE ONLY

IH

online



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Service Agreement

D. About your business:

1. If you are utilizing our services for **Rental Purposes**, please give the address of one of the properties you will be renting. Attach required documentation for this property such as a utility bill & tax assessor's bill etc... (see first page of requirements)

Street Address	Apt #	City	State	Zip Code	# of years owned & rented

2. If you are licensed business or corporation, please answer the following that apply:

- a. Business type: Sole Proprietorship Partnership Corporation *If sole proprietor, provide SSN: _____ - _____ - _____
- b. Number of years in Business: _____ c. D&B Number: _____ d. Number of employees: _____
- e. Industry/type of business: _____

E. Bank and Trade References are *REQUIRED*

1. Bank Reference (Please show name account is listed under): _____
- a. Bank Name, address: _____
- b. Account Number: _____ c. Contact and Phone Number: _____
2. Please Provide THREE Trade References: (Business References, supply co., plumbers, carpenters, ground maintenance, etc...)
- a. Company: _____ Contact Name: _____ Phone: _____
- b. Company: _____ Contact Name: _____ Phone: _____
- c. Company: _____ Contact Name: _____ Phone: _____

F. Payment Options (please choose one):

- Credit Card (Check one: Visa ; MC ; Am Ex) Card #: _____ Exp. Date: ____/____/____
Signature: _____
Cardholder Name: _____
- Credit, NET 15 DAYS terms. 1 ½% after 30 days.

How do you want to access reports? (If you selected Internet, an additional addendum to this agreement MUST be filled out)

- Internet Fax

G. Pricing Information:

- Default Search Options / Pricing - See Pricing Page
- Customized Search Options / Pricing - Quote-Pricing Page From Sales Rep. Must Be Attached

A one time Setup fee of \$25.00 for new clients is Required.

Please make payment to: Background Resources, Inc. -Include payment when mailing this contract back to us.



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Service Agreement

Customer Agrees:

1. In no event will BRI be liable to Customer for damages, including lost profits, lost savings, or other damages arising out of the use or inability to use the Program, or arising from the Customer's interpretation or use of the data furnished by BRI. Any legal action will be filed in Du Page County, Illinois.
2. To accept responsibility for ordering and using information provided by BRI in accordance with the Fair Credit Reporting Act.
3. In accordance with the Federal Fair Credit Reporting Act, to disclose to the applicant in writing in a document that consists solely of such disclosure that a report may be procured, to obtain the applicant's written authorization for such reports, and to keep such authorization on file. When adverse actions are taken based on consumer reports, customer will advise the applicant of the action, provide them with the report, which was the basis for such action, and provide them with our name and how to contact BRI. To keep all reports confidential, use only for the purpose intended and not disclose to unrelated third parties.
4. The information is obtained and managed by fallible human sources, and that, for the fee charged, BRI cannot guarantee, nor will be liable for the accuracy or the depth of information provided, regardless of the origin of the inaccuracies.
5. To assume responsibility for the final verification of the applicant's identity. It will base all decisions on its own policies, and keep all reports strictly confidential.
6. The undersigned individual, being employed by and/or financially interested in the Subscriber identified below, and in consideration of Background Resources, Inc. entering into a service agreement and related contracts ("Agreements") with such Subscriber, personally and individually guarantees all payments due to Background Resources, Inc. by Subscriber under said Agreements. The undersigned waives presentment, protest, demand and notice of dishonor or default in connection with this guarantee and any payments due by Subscriber under the Agreements, and the individual expressly recognizes that this Guarantee creates personal obligation, and that any default under this Guarantee may be reflected on the undersigned's personal credit file. The undersigned further expressly acknowledge the right of Background Resources, Inc. to check the undersigned's personal credit file and/or other financial references.
7. To pay for services as required through selection of payment options. Customer agrees to pay a finance charge of 1½ % per month for any accounts in arrears. If the account goes to collection, Customer agrees to pay all expenses, including legal fees. Payments may also be made through Visa, MasterCard, AMEX, Discover, or Check-by-Phone (\$5.00 processing fee shall apply). Any returned NSF checks will impose a \$40.00 per incident fee to next invoice.
8. That with just cause, such as delinquency or violation of the terms of this Agreement or a legal requirement, BRI may, upon its' election, discontinue serving the client and cancel this Agreement immediately. If BRI discontinues service for non-payment, an additional re-connect fee of \$50.00 shall apply to Customer's next invoice once payment is made and services have been reinstated.
9. BRI employees will be glad to help customers understand a report, but they are not allowed to render any legal opinions regarding information contained in any transmitted report.
10. Authorize BRI to investigate the references, statements and other data contained in this application or obtained from client or any other person pertaining to client's credit responsibility. It is understood that all information obtained will only be used by BRI to evaluate the application and will be held in the strictest of confidence.
11. Thus agreement is executed in DuPage County, IL and shall be construed and enforced in accordance with the laws of the state of IL.

Please Read and Sign Below:

This information is submitted for the sole purpose of establishing service with BRI, Inc. I hereby certify that the information is true, and that I have read and agree to the "Terms for Customer Agreement/Tenant," as written on this sheet.

Customer Authorized Signature

Title

Date

BRI Authorized Signature

Title

Date

Complete and sign this Agreement and mail or fax back to Background Resources, Inc.