

## Credit Report Order Form

Agent Name		RE License #		Company	
Address		City	State	Zip	Agent Phone
Office Manager Name:		Agent E-mail		Office Phone:	
Designated REALTOR® Name:		Reason for ordering credit report:			

**PLEASE NOTE:** Due to the regulations set-forth by the credit report processing company, **all credit reports must remain in the CCAR office and cannot be copied or removed.** However, we can provide you with the credit report scores over the phone or e-mail. You may visit the CCAR office as often as necessary to review the credit reports we have on file for your clients. All other reports can be released to you.

Please place an "X" next to the service you want:

☐ **Basic Credit Report - \$19.25 (plus tax) (includes credit score)**

Choose one: ☐ TransUnion ☐ Experian ☐ Equifax

☐ **Tenant Performance Report - \$18.25 (plus tax)**

**DOES NOT INCLUDE CREDIT REPORT OR SCORE**

Includes: Evictions, lease violations, previous screening, landlord ID, and terrorist watch.

☐ **DecisionPoint Report - \$26.25 (plus tax)**

**DOES NOT INCLUDE CREDIT REPORT OR SCORE**

Great for prospective tenant screening – includes everything the Tenant Performance Report contains and more! [Click here to see a sample DecisionPoint Report](#)

☐ **DecisionPoint Plus (EX) Package - \$29.50 (plus tax)**

Includes:

- |  |   |
|--|---|
| - <b>CREDIT REPORT AND SCORE</b>           | - Texas criminal background check         |
| - DecisionPoint Report                     | - Sex Offender check                      |
| - Tenant Performance Report                | - Office of Foreign Asset Control reports |
| - Eviction/tenant and landlord information |   |

☐ **DecisionPoint Plus (EX) Package with Nationwide Criminal Background Check - \$32.00 (plus tax)**

Includes everything the DecisionPoint Plus (EX) Package offers, plus a nationwide criminal background check.

☐ **Tri-Merge Credit Report - \$37.25 (plus tax)**

Copy of lease application must accompany this form

Agent (print name)	Signature	Date
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**A signed "Consent for Release of Information" form must accompany your order. In addition, orders will not be processed without prior approval from your Designated REALTOR® indicating his/her permission for you to order credit reports. Please allow 6 business hours for order processing. Tri-merge credit reports take up to 24 hours.**

Amount Authorized:

☐☐☐☐☐

**Cash**

Credit Card Number

Expiration Date

3 Digit Code (Back of Card)

Name on Card

Phone Number

E-mail Address

Billing Address

City

State

Zip

Signature

Please e-mail completed form to [membership@ccar.net](mailto:membership@ccar.net) OR fax to 972-491-3180, attention: Member Services.  
For questions, call 972-618-3800.

The list of companies that provide services or possible benefits to Collin County Association of Realtors' (CCAR) members does not constitute a recommendation of any vendor and is provided strictly as a courtesy. CCAR has no liability or responsibility for the performance or quality of the service provided by any vendor. Any member using such services or partaking of such benefits agrees to hold CCAR harmless and free from any liability of any kind with respect to any dispute or conflict arising from the services or benefits by any vendor.

## Consent for Release of Information Prospective Tenant(s)

We, the undersigned applicant(s), authorize all persons or companies to release without liability, all information regarding our employment, income and/or assets. The information may be released only to the rental dwelling owner, or their agent/broker. The purpose of releasing the information is to verify information on a rental application being made by us.

### Information Covered

We understand that previous or current information may be needed. Verification and inquiries that may be requested include, but are not limited to: Personal identity, employment, income assets and allowance for child or medical purposes.

This consent form may not be used to request a copy of a tax return.

Groups or individuals who may be asked to release the above information include, but are not limited to:

- Present and past employers
- Welfare agencies
- Veterans Administration
- Present and past landlords
- State unemployment agencies
- Retirement systems
- Public housing agencies
- Social Security Administration
- Financial institutions
- Credit reporting agencies
- Criminal reporting agencies

The above information may only be released to the rental dwelling owner, or their agent named below:

**Rental dwelling owner/agent name**

**Owner/agent e-mail**

**Owner/agent address**

**City**

**State**

**Zip**

**Owner/agent phone**

**Owner/agent fax**

### Applicant signature(s)

**Head of Household (print name)**

**Signature**

**Social Security #**

**Date**

**Birth Date**

**Current Address**

**City**

**State Zip**

**Monthly rent (of property applying for)**

**Months at current residence**

**Monthly income**

**Number of months employed (with current employer)**

**Spouse/Other Adult Member (print name)**

**Signature**

**Social Security #**

**Date**

**Birth Date**

**Current Address**

**City**

**State Zip**

**Monthly rent (of property applying for)**

**Months at current residence**

**Monthly income**

**Number of months employed (with current employer)**