



www.citicredit.net
Tel: 800-710-2484
fax: 877-369-1727

Tenant Reporting- Request Form

Please completely fill out the two forms and fax them along with a copy of the original lease agreement to 877-369-1727.

Landlord Information

Company Name: _____

Contact Person: _____ Citi Credit Acct# _____

Telephone #:(_____) _____ - _____ Fax# (_____) _____ - _____

E-Mail: _____

Property Name/Address: _____

Your Billing Information: Visa Mastercard American Express

Name on Card: _____

Billing Address: _____

City: _____ State: _____ ZipCode: _____

Credit Card #: _____ - _____ - _____

Expiration Date (MM/YYYY) _____ / _____ CVV Code: _____



Service Agreement: I agree to abide by all applicable local, state and federal laws with regard to the report(s) I am ordering today and will not share this information with any third parties or display it publicly. Under penalty of perjury, I swear that I am the authorized cardholder of the credit card indicated above and grant permission to have it charged for the total amount of \$ _____. **Once the request is received, your card will be billed instantly by Citi Credit Bureau. If you dispute a valid charge from Citi Credit Bureau, you will be liable for original amount plus an additional collection/charge back fee of \$25.00** PLEASE VERIFY ALL OF THE INFORMATION PROVIDED. ALL ORDERS ARE DISPATCHED IMMEDIATELY. NO CANCELLATIONS OR CHANGES CAN BE MADE AFTER YOU FAX YOUR ORDER. If you provide with incorrect information, you will still be liable for the charge.

Signature: _____ Date: _____

Print Name: _____

Please be advised that any information provide that is incomplete, incorrect, or not legible can result in delays with processing or the application could be processed incorrectly

Tenant Reporting- TENANT INFORMATION

Please Print Legibly All Fields must be filled in**One form for EACH lease holder being reported**

Property Street Address: _____

Reporting Code: _____ (←Office Use Only)

Is the tenant still living in your property: _____

Name: _____
 (first) (middle) (Last) (suffix)

Social Security Number: _____ Apt # _____

Current Address: _____
 (street) (city) (state) (zip)

Former Address: _____

Account Number (last 4 of SSN)	Account Type	Date Leased	Total Lease Amount	Monthly Rent	Lease Term
	I				

Balance Owing	Amount Past Due	Rental Rating MOP	Date of First Delinquency	Pd Full/Close Date	Previously Reported ?
		Office use only			[] Yes [] No

Are you Reporting: Collection (one time reporting) \$39.95
 Paid Collection \$29.95
 Month-to-Month Reporting → \$9.95/month OR \$89.95 full year
 6month Back-Dated Reporting \$49.95

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge. I understand that any material misrepresentation or omission from this application may be grounds for rejection of my application and I may be held legally liable by state and federal laws.

Signature: _____ Date: _____

Definitions

Total Lease Amount: multiply the monthly rent amount by the # of month the lease was signed for.
 Example: Lease was signed for period of 1 year (12 months) at \$1000/ month.
 \$1000(monthly rent) x 12 months= \$12,000 (total lease amount)

Balance Owing: Each time the rent is paid, you will deduct the rent amount from the “Total Lease Amount” to obtain the balance owing. For example, Total lease amount is \$12,000. After paying first month rent the new “Balance Owing” is \$11,000. After paying second month rent the new “Balance Owing” is \$10,000 etc.

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TENANT REPORTING- PRICING

Collection (one-time reporting) \$39.95- You wish to add a collection to the tenant's credit report reflecting an outstanding balance. This amount can include maintenance fees, interest, court/legal fees etc. This will be reported ONE TIME ONLY and you have the option of updating it (and paying the applicable fee) if there is a change in status. Please note, this service will simply report the collection to TransUnion so that it appears on the credit report and impacts the score. Citi Credit Bureau will NOT attempt to collect on the debt for you or act as a collection agency on your behalf. Please be advised—if and when this amount is paid to you, you are LEGALLY REQUIRED to update the status to a paid collection.

Paid Collection \$29.95: If you have previously reported a collection on a tenant's credit report and they have since paid the debt you are Legally Required to update the status to a Paid Collection. Select this service at a discounted price of \$29.95 (save \$10) to update the status.

Month-to-Month Reporting: this gives you the ability to report your tenant's payment patterns on a month to month basis---whether they pay late or on time. Month to Month reporting serves as an extra incentive for your tenants to pay on time, since this reporting will have an impact on their credit score. If they pay on time, they are building a better credit rating. If they pay late, not only will it affect the score negatively but future landlords will see this payment trend. This is also a good tool to use when you have tenants who consistently pay late but are not delinquent enough to open up a collection against them—this way you still get to report negative payment patterns. We offer two options for our clients:

Pay-As-You-Go \$9.95/ month: this option allows you to report on the months that you fax the request form. You will be billed \$9.95 each time you send a request

Full Year of Reporting \$89.95 : while you still get to report on a month to month basis, you get to save over \$30 if you choose to pay for a full year in advance. Great option when signing a new lease. ADDED BONUS: if you pay for full year in advance and your tenant skips out within that year, we will add the collection to the credit report for free.

Service Disclaimer:

Citi Credit Bureau is working as a middle man between you (landlord or property manager) and the bureau (trans-union). Please acknowledge that our role is limited to taking the request from the requestor (you) and forwarding it to the bureau. While the full processing time cannot be guaranteed, the process *usually* is as follows:

1. Citi Credit Bureau receives complete "Tenant Reporting Request" from client. Landlord information is submitted to the bureau so that a creditor subcode can be assigned. This process usually takes about 3 weeks. (please note, you have not been billed)
2. Once a sub-code is generated by the Bureau, your credit card will be billed for the service you selected on the request form. A receipt will be emailed to you. The Tenant's information is immediately submitted to the bureau to be processed.
3. Depending on Bureau processing time, it can take up to 150 days for the information to appear on the credit report. Please be advised that Citi Credit Bureau is not liable for delays in processing.

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