



**FIDELIFACTS**

FIDELIFACTS/METROPOLITAN NEW YORK, INC.

**Established 1956**

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*Licensed by NY & NJ*

**To: All Clients**

**From: Thomas W. Norton, President**

**Re: Tenant / Co-op or Condo Screening Credit Reports:**

The Federal Trade Commission through the Fair Credit Reporting Act **strictly** regulates the credit reporting industry. In addition, the three (3) major credit bureaus have further restricted the use of their credit reports.

Fidelifacts/Metropolitan New York, Inc. is a “re-seller” of credit reports. We can only provide our customers with credit reports for certain legitimate business purposes, among which are screening prospective tenants. Due to the restrictions promulgated by the credit bureaus, we are only offering credit reports for tenant checks to companies that manage apartment buildings, building managing agents or coop and condo boards.

We are **NOT** offering credit reports to individual apartment or homeowners. Other types of reports are available to individual apartment or homeowners as long as a credit report is not required.

*Due to recent contractual changes required by the credit bureaus, and requirements mandated by the Federal Trade Commission (FTC), we need additional information from your organization prior to running credit reports.*

In order for you to order reports, we are required to obtain documentation so that the credit bureaus, the FTC and we know that you represent a bona fide rental business, legitimate apartment building landlord, condo or co-op board. This is done because the [information in credit reports is personal and confidential](#) and to [prevent unauthorized use](#) of credit information.

If yours involves an apartment complex, [we need the information noted in items 1-4 one time only.](#)

1. Copy of proof of your ownership (deed, tax bill, and property insurance, for example).
2. Certification that you will abide by the Fair Credit Reporting Act. (Form enclosed).

3. Copy of 2 existing leases (with names omitted).
4. Bank account names number and phone number of the managing agent or landlord.

The following items 5 & 6 are required for EACH applicant.

#### TENANT/CO-OP CREDIT REPORTS

5. Copy of signed authorization (use the form provided by Fidelifacts) from the individual(s) to be checked, along with a copy of that person's driver's license.
6. Send payment made payable to Fidelifacts using a business check.

Money orders & cashier checks will NOT be accepted.

Subsequent reports may be ordered as long as we are provided with item #5 #6. Steps 1 through 4 are a one-time requirement.

The cost of the credit report is \$50.00 per person for a single report and \$70.00 if ordered on two persons applying to live in the same apartment.

If you have any questions or would like to go beyond just the credit report, please feel free to contact us at 212 425-1520.