

Physical Inspection Checklist

Date Requested: Jan 01, 2007

Requested By: John Doe

CRM Job No: 15560

Please tell the contact when scheduling appointment that a physical inspection has been requested by: **XYZ Company**

THIS AREA TO BE COMPLETED BY CLIENT.

Company (Business) Name

Address

City, State, Zip

Contact Name

Telephone Number

Permissible Purpose

THIS AREA TO BE COMPLETED BY REPRESENTATIVE DOING ONSITE

Please call the contact for an appointment within 24 hours. Complete this original form and return to requester via appropriate method within 3 business days. Notify requester of any delay and reason for delay beyond 3 business days.

Residential Address Inspection: Number of photos to take: four (4); one interior showing the product/workspace, one showing the locked office door or filing cabinet, one of exterior, and one of the business sign wherever it is, if it exists.

Commercial Address Inspection: Number of photos to take: three (3); one interior showing the product/workspace, one where the credit reports are secured, and one showing permanent sign.

Representative Name and Company Name

Representative Telephone Number

Date Observation Performed

Relationship of Rep. to Company if Broker End User

1. Type of Establishment:
Exclusive Commercial Building, Store/Shopping Center/Mall, Share office space with other businesses, Executive Suite with shared receptionist, Other.
If located in Residence:
Is business area located in any portion of the living quarters?
Is business located in an apartment or high-rise condominium?
Is there a separate business entrance?
Is there a listing in appropriate category in a business telephone directory such as "Yellow Pages"?
2. Does customer share office space or is located in an Executive Suite (i.e., shared receptionist or virtual office)?
If yes, list the names of the other companies.
If yes, what is the relationship between the companies?
If executive suite, provide landlord or business management office's name and phone number:
Are there locked doors between the companies?
3. Is the company located at the exact address stated on the Inspection Request Form? If no, please explain any discrepancy.
Does location seem appropriate for that particular type of business (e.g. a mortgage company should have office space available for brokers & loan processors & should be in a location accessible to the public)? If no, please explain any discrepancy.
Does this facility look to be a permanent office location? If not, please explain.
4. Type of Signage:
Is it a permanent sign and is the name the same as above?
If no, what is the exact name appearing on the sign?
If not permanent, please explain:
Location: Exterior Interior/Lobby
5. What service(s) does it appear they provide (e.g., presence of inventory indicative of a retailer, if they serve consumers or other businesses, is there equipment indicative of a leasing company, etc)?
Is location consistent with industry type (i.e. Car lot has vehicles for sale)?

6. Leasing Company Name & Telephone No.
Are there signs in front of building or in lobby referring to Leasing Company/Agent? If yes, what is the information?
7. Is there any evidence, inside or out, indicating that the company or any adjacent business is involved in or associated with any of the following? If yes, explain.
- Investigative/Detective Agency
 - Process Server
 - News agency or journalist
 - Pornography or related bus.
 - Credit repair/counseling
 - Pawn Shop
 - Bail Bond Co.
 - Any illegal activities
 - Check Cashing
 - Attorney or legal service
 - Consumer debt counseling
8. Is the business license displayed in the office? If no, explain:
If yes, record: License Number, Expiration Date, Bus. Type/SIC on License, Licensing Agency/Phone
9. Obtain company website(s):

Section II: Security (Physical Access Documentation Security)

10. What security features are utilized and/or present at the client's location? For example, door, locks, etc?
What are the hours of operation and who can get in when?
Is there a security system or Security Guard? If so, is one present 24 hours? Please explain:
11. How does customer receive credit reports? DAT, PC, ePort, Other
How are credit reports secured?
12. Location of equipment used to access credit reports. Equipment Description (Mfr/Make/Model/Software).
13. Is access of equipment (computers, servers) restricted? If yes, how?
If no, is the equipment secured to the desk by a PC lock? Is PC(s) password protected? Is PC(s) viewable by non-employees?
14. How does customer destroy confidential documents? Shredder, Destruction Service, Other.
If shredder is used, is shredder bin locked?

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