



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** and/or court documents 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.net. If you dispute a valid charge from Citi Credit.net, 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



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

Is the tenant still living in your property: _____

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

Please write out the request, for example: Collection, January on time, February late, etc.

Amount Past Due	Month you are Reporting	What date was rent received?	Date of First Delinquency	Pd Full/Close Date	Previously Reported ?
					<input type="checkbox"/> Yes <input type="checkbox"/> No

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.

Definitions

$$\$1000(\text{monthly rent}) \times 12 \text{ months} = \$12,000 \text{ (total lease amount)}$$

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



www.citicredit.net

Tel: 800-710-2484

Fax: 877-369-1727

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. CitiCredit.net 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.
NOTE: please be advised that you can only report the current Month.

Service Disclaimer:

CitiCredit.net 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. CitiCredit.net 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 CitiCredit.net is not liable for delays in processing.

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