

## Equifax Required Questions – Site Inspection

### **1. Type of Establishment (check all that apply)**

- Exclusive Commercial Building
- Store/Shopping Center/Mall
- Shared Office Space with other businesses
- Executive Suite with shared receptionist
- Residence
- Other \_\_\_\_\_

### **1b. If the establishment is a residence, does the following exist?**

- Yes, the business area is located in any portion of the living quarters
- No, the business area isn't located in any portion of the living quarters
- N/A, this is not a residence establishment

### **1c. If the establishment is a residence, does the following exist?**

- Yes, business is located in an apartment or high-rise condominium
- No, business isn't located in an apartment or high-rise condominium
- N/A, this is not a residence establishment

### **1d. If the customer shares office space or is in an Executive Suite, list the names of the other companies?**

- The customer shares the space with \_\_\_\_\_
- N/A, the customer doesn't share office space

### **1e. If the customer shares office space or is in an Executive Suite, are there locked doors between the companies?**

- Yes
- No
- N/A, this customer doesn't share office space or is in an Executive Suite

### **2. Type of Signage**

- Exterior
- Interior
- N/A, there is no signage at this location

### **3. Is location consistent with industry type (i.e. Car lot has vehicles for sale)**

- Yes
- No, please explain

### **4. Does this establishment, lease the business? If yes, what is the leasing companies name and phone number.**

- Yes, (name and phone number): \_\_\_\_\_
- No
- N/A, this business is not leased

### **4a. Are there signs in front of the building or in the lobby referring to the Leasing Company/Agent?**

- Yes
- No
- N/A, this business is not leased

**5. Is there evidence, inside or out, indicating that the company or any adjacent business is involved in or associated with any of the following (check all that apply)**

- Investigative/Detective Agency \_\_\_\_\_
- Credit Repair/Credit Counseling \_\_\_\_\_
- Check Cashing \_\_\_\_\_
- Process Server \_\_\_\_\_
- Pawn Shop \_\_\_\_\_
- N/A, there is no evidence of these activities

**6. Is the business license displayed in the office?**

- Yes
- No

**6a. If there is a business license displayed, indicate the license #, expiration date, Business type/SIC on license, Licensing Agency/Phone. If no, please explain.**

- Yes, \_\_\_\_\_
- No, \_\_\_\_\_

**7. Are customer files stored in locked file cabinets?**

- Yes
- No

**7a. How does customer destroy confidential documents?**

- Shredder
- Destruction Service
- Other \_\_\_\_\_

**8. Estimate square footage of Office Space**

# \_\_\_\_\_

**8a. Number of employees observed**

# \_\_\_\_\_

**8b. Number of workstations**

# \_\_\_\_\_

**8c. Office Equipment observed (check all that apply)**

- File Cabinets
- Computers
- Copier
- Phones
- Postage Meter
- Fax

**8d. Are there personal items on the desks or in the office of employees?**

- Yes
- No

**9. How will customers receive reports?**

- DAT
- PC
- ePort
- Other \_\_\_\_\_

**9a. Please describe the equipment that the customer will be receiving reports on (Manufacturer/Make/Model/Software)**

**10. Location of equipment used to access credit report?**

**11. Is access of equipment restricted? If yes, how**

- Yes \_\_\_\_\_
- No

**12. If access of equipment is NOT restricted, is the equipment secured to the desk by a PC lock?**

- Yes
- No
- N/A, access is restricted

**13. Is the PC password protected?**

- Yes
- No

**14. Is the PC viewable by non-employees?**

- Yes
- No

**15. Type of neighborhood surrounding the business? (check one)**

- Residential
- Rural
- Commercial
- Other \_\_\_\_\_

**15a. Status of neighborhood?**

- Stable
- Improving
- Other \_\_\_\_\_

**16. If there are any other factors that raise doubts whether the customer should be served with information, please explain:**

**17. General Comments, relating to your experience**

**18. Did you speak to the contact person? If not, who did you speak with (Name/Title)**

- Yes
- No, name/title \_\_\_\_\_

**19. Picture of the exterior of the building**

**20. Picture of the file cabinet**

**21. Picture of the interior workspace**