



Tenant Verification Service Inc.

A site inspection of an End User's office is required to obtain a FULL or COMPLETE consumer credit report from the credit bureaus. End User=You.

This was implemented by Equifax and TransUnion in 2009/2010 respectively and ALL Tenant Screening Companies and All Resellers of consumer reports which includes TVS must comply.

What is a Site Inspection?

A certified site inspector will conduct the inspection of the office where you conduct your tenant screening from, and it must meet criteria as noted below.

Home office

- Office must be separate from living quarters and have a key lock entry (cannot be a bedroom or be used for any other purpose than business)
- Computer must be password protected
- Must have a shredder or use a shredding service
- Must have a locking file cabinet or desk

Commercial Office

- Office must have a key lock entry
- Must have proper signage reflecting the business name
- Computer must be password protected
- Must have a shredder or use a shredding service
- Must have a locking file cabinet or desk

*If you operate from a **home office**, then the site inspection must be completed annually.

*If you operate from a **commercial office**, then this is a onetime inspection unless the physical location or ownership of the business changes.

The site inspection takes approximately 3-5 business days to complete and results will be provided as soon as they are available.

For further information regarding site inspections [click here](#).

The cost of a site inspection is \$54.00 and TVS does not profit from this.

*TVS offers an alternate Summary Report where a Site Inspection is not required. [Review Option 1 below for further details on TVS Summary Report.](#)

90% of TVS members choose **Option 1** (Summary Report).

Please view a sample of our TVS Summary Report [HERE](#).

Option 1 (Summary Report) is the best option available to you that any tenant screening company provides without having a site inspection. If this does not work for you then you can order a site inspection to obtain a full credit report. TVS is confident that this easy to read report from Equifax which includes the credit score when available will suffice quite nicely. Contact customerservice@tenantverification.ca for further information.

Why is a Site Inspection required?

Identity Theft is the major culprit here. Too many databases were being breached by **Identity Thieves** posing as Landlords and Employers. The Credit Bureaus in the USA & Canada were mandated to implement stricter guidelines to prevent identity theft in this manner. Now we have site inspections to ensure that you are operating a legitimate business and not a false store front, as **Identity Thieves** do. **Identity Thieves** are to blame for this...

landlords may also become fraud victims of identity thieves, refer to the [FAQs on the TVS website](#) for information on how to protect your business against identity theft.