



**Pacific  
Screening, Inc.**

503.297.1941 η Fax 503.297.1904  
800.707.1941η Fax 800.427.0914  
P.O. Box 25582 Portland OR 97298  
<http://www.pacificscreening.com>

Quality Applicant Research Services

## BUSINESS SUBSCRIBER SERVICE AGREEMENT

Pacific Screening, Inc. is an authorized resellers of consumer reports, as defined in the "FCRA". The undersigned Subscriber ("I" or "WE") desires to obtain consumer report from P.S. Inc. at stated prices. Undersigned agrees that all information, whether oral or written, whether by report, bulletin or otherwise, will be submitted and received subject to the following conditions and also certifies that the undersigned is not a Detective Agency, Private Investigator, Security Service, Investigator, Lawyer(s), Attorney at Law, associated directly or indirectly with such or any other unauthorized user and will not re-sell information received from P.S. Inc.. Subscriber also certifies that no consumer reports for employment purpose can be obtained under this agreement and that a separate Subscriber Agreement is mandatory under Federal Law.

1. Consumer reports will be requested only for our exclusive use. All information received from you will be held in strict confidence, except to the extent that disclosure to others is required by law. Information will be disclosed only to employees whose duties are reasonably related to the legitimate business purpose, listed below, for which the information is requested and will not be sold or otherwise distributed to any third parties or used more than one time. Reports will be requested only by our designated representatives and employees will be forbidden to attempt to obtain reports on themselves, associates or any other persons except in the exercise of their official duties.
2. The Subscriber agrees to hold harmless, indemnify and defend P.S. Inc., its subsidiaries, all agents and vendors harmless on account of any expense or damage arising or resulting from the publishing, or other disclosure of information contrary to these conditions, by us, our employees or agents, of reports or other information.
3. The Subscriber understand and agree that the accuracy and completeness of any information furnished is not guaranteed by you and we release P.S. Inc. their agents, employees and independent contractors from liability for any negligence in connection with the dissemination of such reports through your systems, except as provided for under the Federal Fair Credit Reporting Act (FCRA), 15 U.S.C. § 1681, and from any loss or expense suffered by us resulting directly or indirectly from the reports or those of your affiliated companies. I/we understand that the sole remedy for receiving inaccurate or incomplete information is a refund of the fee paid for such information.
4. The Subscriber is a **Property Mgmt. Company / Property Community/ Rental Company** and the nature of its business is for  **Screening Tenants**  **Employee Screening** (Requires document)

and has a permissible purpose for obtaining consumer reports, as defined by Section 604 of the Federal Fair Credit Reporting Act 15 U.S.C. § 1681 §604 (3) (A) and (F) as amended by the Consumer Credit Reporting Act of 1996, complete to July 1999. The subscriber certifies their permissible purpose as:

- In connection with a tenant screening transaction involving the consumer.

A signed written authorization by the consumer will be obtained for the permissible purpose.

A signed written authorization by the consumer will be obtained for both permissible purpose categories listed above with the exception of the collection of an account of the consumer.

5. Subscriber certifies that it will request consumer reports pursuant to procedures prescribed by P.S. Inc. from time to time only for the permissible purpose certified above, and will use the reports obtained for no other purpose.
6. Subscriber will maintain copies of all written authorizations for a minimum of three (3) years from the date of the inquiry.
7. Subscriber shall pay for all services, the then current published price.



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8. All payments shall be due thirty (30) days after date of the invoice.
9. P.S. Inc. reserves the right to change the charges from time to time, but no change in such charges shall become effective as to the Subscriber earlier than thirty (30) days after written notice thereof shall have been given by P.S. Inc. to the Subscriber.
10. This agreement shall remain in force and effect until such time as this Agreement is canceled by either party, in writing, with 30 days notice.
11. THE FCRA PROVIDES THAT ANY PERSON WHO KNOWINGLY AND WILLFULLY OBTAINS INFORMATION ON A CONSUMER FROM A CONSUMER REPORTING AGENCY UNDER FALSE PRETENSES SHALL BE FINED UNDER TITLE 18, OR IMPRISONED NOT MORE THAN TWO YEARS, OR BOTH.
12. Subscriber agrees that it shall; obtain Consumer Reports are for one-time only use, and to hold the report in strict confidence, and not to disclose it to any third parties; provided, however, that Subscriber may, but is not required to, disclose the report to the subject of the report on in connection with an adverse action based on the report.
13. With just cause, such as delinquency or violation of the terms of this contract or legal requirement, P.S. Inc. may, upon its election, discontinue serving the Subscriber and cancel this Agreement immediately.
14. P.S. Inc. may audit Subscribers compliance with the requirements of this Agreement, upon reasonable notice and during normal business hours. The parties recognize that P.S. Inc. will suffer irreparable harm, and that monetary damages may be incalculable and/or inadequate in the event that Subscriber retains P.S. Inc. data in breach of Paragraph 1 of this Agreement, and therefore such breach shall be entitled to remedy by injunctive relief, in addition to any and all other relief which may be available at law or at equity.

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Signed

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Date



**EMPLOYMENT SERVICE AGREEMENT**

**Pacific Screening, Inc is an authorized resellers of consumer credit information. The undersigned Subscriber desires to obtain consumer credit information from P.S.I. Inc. at stated prices. Undersigned agrees that all information, whether oral or written, whether by report, bulletin or otherwise, will be submitted and received subject to the following conditions and also certifies that the undersigned will not re-sell information received from P.S.I. Inc.**

1. Consumer credit information will be requested only for our exclusive use. All information received from you will be held in strict confidence, except to the extent that disclosure to others is required by law. Information will be disclosed only to employees whose duties are reasonably related to the legitimate business purpose, listed below, for which the information is requested and will not be sold or otherwise distributed to any third parties or used more than one time. Reports will be requested only by our designated representatives and employees will be forbidden to attempt to obtain reports on themselves, associates or any other persons except in the exercise of their official duties.
2. I/we agree to hold harmless, indemnify and defend P.S.I. Inc., its subsidiaries, all agents and vendors harmless on account of any expense or damage arising or resulting from the publishing or other disclosure of information contrary to these conditions, by us, our employees or agents, of reports or other information.
3. I/we understand and agree that the accuracy and completeness of any information furnished is not guaranteed by you and we release P.S.I. Inc. their agents, employees and independent contractors from liability for any negligence in connection with the dissemination of such reports through your systems, except as provided for under the Federal Fair Credit Reporting Act (FCRA), 15 U.S.C. § 1681, and from any loss or expense suffered by us resulting directly or indirectly from the reports or those of your affiliated companies. I/we understand that the sole remedy for receiving inaccurate or incomplete information is a refund of the fee paid for such information.
4. Subscriber has access to consumer reports for employment purpose from P.S.I. Inc. pertaining to consumers' credit experiences and histories throughout the United States.
5. Subscriber shall request Consumer Report for Employment Purposes pursuant to procedures prescribed by P.S.I. Inc. from time to time only when it is considering the individual inquired upon for employment, promotion, reassignment or retention as an employee, and for no other purpose.
6. Subscriber is a \_\_\_\_\_ (State the nature of your business)

Subscriber wishes to obtain "Consumer Report for Employment Purpose" for the following reason

\_\_\_\_\_.

7. Subscriber certifies that it will not request a Consumer Report for Employment Purposes unless:
  - A. A clear and conspicuous disclosure is first made in writing to the consumer before the report is obtained, in a document that consists solely of the disclosure (sample attached), that a consumer report may be obtained for employment purposes;
  - B. The consumer has authorized in writing the procurement of the report (sample attached); and
  - C. Information from the Consumer Report for Employment Purposes will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.
8. To comply with section 604 and 609 of the FCRA, subscriber further certifies that before taking adverse action in whole or in part based on the Consumer Report for Employment Purposes, it will provide the consumer:
  - A. A complete copy of the Consumer Report for Employment Purposes; and
  - B. Copy of the consumer's rights, in the format approved by the FTC, which notice shall be supplied to Subscriber by P.S.I. Inc. on all reports.
9. Subscriber agrees that it shall use Consumer Report for Employment Purposes for a one-time use only, and to hold the report in strict confidence, and not to disclose it to any third parties not involved in the current employment decision.

**10. Subscriber will maintain copies of all written authorizations for a minimum of three (3) years from the date of the inquiry.**



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11. Subscriber shall pay for each Consumer Report for Employment Purposes, the then current published price.
12. All payments shall be due thirty (30) days after date of the invoice.
13. P.S.I. Inc. reserves the right to change the charges from time to time, but no change in such charges shall become effective as to the Subscriber earlier than thirty (30) days after written notice thereof shall have been given by P.S.I. Inc. to the Subscriber.
14. This agreement shall remain in force and effect until such time as this Agreement is canceled by either party, in writing, with 30 days notice.
15. THE FCRA PROVIDES THAT ANY PERSON WHO KNOWINGLY AND WILLFULLY OBTAINS INFORMATION ON A CONSUMER FROM A CONSUMER REPORTING AGENCY UNDER FALSE PRETENSES SHALL BE FINED UNDER TITLE 18, OR IMPRISONED NOT MORE THAN TWO YEARS, OR BOTH.
16. With just cause, such as delinquency or violation of the terms of this contract or legal requirement, P.S.I. Inc. may, upon its election, discontinue serving the Subscriber and cancel this Agreement immediately.
17. P.S.I. Inc. may audit Subscribers compliance with the requirements of this Agreement, upon reasonable notice and during normal business hours. The parties recognize that P.S.I. Inc. will suffer irreparable harm, and that monetary damages may be incalculable and/or inadequate in the event that Subscriber retains P.S.I. Inc. data in breach of Paragraph 1 of this Agreement, and therefore such breach shall be entitled to remedy by injunctive relief, in addition to any and all other relief which may be available at law or at equity.
18. The parties hereto agree that this instrument is the full and complete Agreement between them regarding the furnishing of Consumer Report for Employment Purposes, and is not to be altered, varied, or enlarged upon by any verbal promises, statement, or representations not expressed herein. This Agreement shall not be binding on either party until accepted by P.S.I. Inc..
19. I have read the attached "FCRA Requirements and Notice to Users of Consumer Reports" and understanding the obligations of using consumer reports and will abide by them.  
 Yes Subscriber, please initial here \_\_\_\_\_

The undersigned subscriber and P.S.I. Inc., hereby certify and make the these agreements:

Pacific Screening, Inc.

Name or Firm of Subscriber:

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Date: \_\_\_\_\_