



## What is a Site Inspection?

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 the two Credit Bureaus in 2009/2010 respectively and ALL Tenant Screening Companies and All Resellers of consumer reports that includes TVS must comply.

\*TVS offers an alternative and a Site Inspection is not required unless you want a FULL consumer report. [Review Option 1 for further details on TVS Summary Report. Read on.](#)

A designated inspector who is generally a realtor will conduct the inspection of the office where you conduct the tenant screening from, and it must meet criteria as noted below.

- If a **home office** then the site inspection must be completed annually.
- If a **commercial office** then this is a onetime inspection unless the physical location or the ownership changes .

The cost of the inspection is \$60 and it takes 3-5 business days to complete. To pass the inspection you must meet the following criteria.

### Home office

- The office must have a secure door lock and be separate from living quarters (can not be a bedroom, must be a den or a separate office).
- Password protected computer
- Locking file cabinet where tenant information is stored
- Shredder

### Commercial Office

- Office must have a secure door lock
- Password protected computer
- Locking file cabinet where tenant information is stored
- Shredder

**\$60.00 is the cost, TVS does not profit from this.**

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

Please view the sample directly under No Site Inspection on previous page.

**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 will suffice quite nicely.

Contact [customerservice@tenantverification.ca](mailto: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.