



CREDIT & BACKGROUND CHECK PROCEDURE

After the preliminary qualifying of your proposed deal has been completed:

1. The lessee or purchaser must agree to the process by completing the Release form. The detailed application is for your records only if you choose to use it.
2. Collect a non-refundable processing fee from the lessee or purchaser. This can be in the form of a personal check, cash, money order or registered check.

\$40 for a single, \$70 for two or \$100 for three people on lease

Please make checks payable to: **Horizon Property Management**

3. Call my office and leave a message that you are sending in a request. For quickest results please E-mail or E-Fax a copy of the signed release. Please verify that the document is legible to avoid processing delays.

The reports will take approximately 24 hours from when the Release is received unless there is a Federal holiday or weekend. Once complete an approval letter and report overview will be sent to Agent via email.

4. Federal Laws and RESPA policies/rules prohibit us from providing the full report without the lessee or purchaser's approval. If approval is granted on the Release form, the report will be sent to the Agent. If approval is not granted, I can answer any questions by you or your clients regarding items on the report.

Thank you in advance for your time. If you have any questions about the release or the procedure, feel free to contact me.

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Credit & Background Reviewer Certification #1010797