

# AOA National Credit Alert Report

This form is for the reporting of one person only. Additional occupants and/or other debtors must be completed on a separate form. AOA will cause the information below to be reported to the credit reporting agencies, but does not warrant the time of, form of, or fact of inclusion into the consumer's credit profile. Any existing tenancies or any debts older than 6 ½ years should not be reported.

**Please enclose payment of \$8.00 payable to AOA for each debtor to be reported.  
Mail to: AOA, 6445 Sepulveda Blvd. #300, Van Nuys, CA 91411**

Your Name/Company Name: \_\_\_\_\_

Your Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please Type or Print Clearly**

Debtor(s) Name(s)				Social Security	CA Drivers License	Date of Birth
	Last	First	MI			
Debtor						
	Address		Apt#	City		Zip
Member's Rental Address						
Prior Address						

This is a **new report** of a derogatory.

This is an **update** of a previous reported derogatory.

Date debt originated: \_\_\_\_\_

Amount owed: \$ \_\_\_\_\_

The law requires that the consumer be notified anytime before, or within 30 days after, you report a derogatory to a Credit Reporting Agency in substantially the following words: "You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit/rental obligations." Only one notification to the consumer is necessary.

**Have you given the debtor written notice that this debt can be reported?**

Yes

No

Have you tried to collect this debt?

Yes

No

Have you turned this debt over to a collection agency?

Yes

No

Have you obtained a judgment for this debt? (If yes, the case # is: \_\_\_\_\_)

Yes

No

Brief statement why the debt is owed: \_\_\_\_\_

**Debt Collection Alert Service:** Please notify me by mail when an eviction inquiry is made on the above debtor. I will receive the name and telephone number of the inquiring landlord, the debtor's employment data and a copy of the debtor's credit reports(s). I will immediately pay the current charge for this service when billed. (Check box if desired)

The undersigned declares that the above is true and correct and that the debt reported is a just and due debt of the consumer to the reporting party. The reporting party agrees to report the receipt of any payments and maintain accurate records regarding this debt for seven years and to immediately respond to written or oral inquiries about the status of this debt. I hereby indemnify AOA and the credit reporting agencies from any loss and/or liability incurred as a result of my submitting any false and/or incorrect information. That notice has been, or within 30 days will be given to the consumer that this debt can be reported to a consumer reporting agency in accordance with the credit laws. (See above)

Date: \_\_\_\_\_ By: \_\_\_\_\_ Membership #: \_\_\_\_\_

*Your Signature*

## I. Reporting Debts to Credit Bureaus

**The result:** Whenever your debtors apply for credit, their unpaid debts that you report will appear on their consumer credit report and they may be denied credit and/or an apartment until you are paid.

**How it works:** Just fill in the form on the reverse side and mail it to AOA. We will have the debt reported to the credit bureaus. We will have the debtors notified with the legally required notice of the fact that such a report has been made. Attach a check for \$8.00 made payable to "AOA" for each individual you report.

## II. Debt Collection Alert Service

**The result:** Whenever an Unlawful Detainer inquiry is processed on your debtors, their debts will appear on their Eviction Report and other apartment owners should deny them housing until you are paid. Also, you will be notified by mail of this event and you will be supplied with a "Debt Collection Alert Report" including the following: The name and telephone number of the inquiring landlord, the debtor's employment data and a copy of the debtor's credit report(s).

**How it works:** Just check the appropriate square on the reverse side for this extra service. The unpaid debt will be recorded in the computer. It is your responsibility to have previously supplied the debtor with the legally required notice that such a report may be made in the future or, to supply such notice within 30 days that such a report has been made.

There is no charge to have your information recorded. Your membership account will be billed \$6.50 for this service only when you are sent a "Debt Collection Alert Report". You may cancel the service regarding a debtor at any time by written notice to AOA.

You are required to maintain accurate records on these debts and to respond to us immediately when we request an updated status. Keep a complete file for future reference. Keep your AOA membership up-to-date so that we have current information to contact you when the debtor decides to clear his credit by paying his debt and/or so that you will receive a timely report if you have also selected the "Debt Collection Alert Service". (See the form on the reverse side.)

### NOTICES TO FURNISHERS OF INFORMATION: OBLIGATIONS OF FURNISHERS UNDER THE FCRA

The federal Fair Credit Reporting Act (FCRA), as amended, imposes responsibilities on all persons who furnish information to consumer reporting agencies (CRAs). These responsibilities are found in Section 623 of the FCRA. State law may impose additional requirements. All furnishers of information to CRAs should become familiar with the law and may want to consult with their counsel to ensure that they are in compliance. The FCRA, 15 U.S.C. 1681-1681u, is set forth in full at the Federal Trade Commission's Internet web site (<http://www.ftc.gov>). Section 623 imposes the following duties:

- *General Prohibition on Reporting Inaccurate Information: The FCRA prohibits information furnishers from providing information to a CRA that they know (or consciously avoid knowing) is inaccurate. However, the furnisher is not subject to this general prohibition if it clearly and conspicuously specifies an address to which consumers may write to notify the furnisher that certain information is inaccurate. Sections 623(a)(1)(A) and (a)(1)(C)*
- *Duty to Correct and Update Information: If at any time a person who regularly and in the ordinary course of business furnishes information to one or more CRAs determines that the information provided is not complete or accurate, the furnisher must provide complete and accurate information to the CRA. In addition, the furnisher must notify all CRAs that received the information of any corrections and must thereafter report only the complete and accurate information. Section 623(a)(2)*
- *Duties After Notice of Dispute from Consumer: If a consumer notifies a furnisher, at an address specified by the furnisher for such notices, that specific information is inaccurate and the information is in fact inaccurate, the furnisher must thereafter report the correct information to CRAs. Section 623(a)(1)(B)*

*If a consumer notifies a furnisher that the consumer disputes the completeness or accuracy of any information reported by the furnisher, the furnisher may not subsequently report that information to a CRA without providing notice of the dispute. Section 623(a)(3)*
- *Duties After Notice of Dispute from Consumer Reporting Agency: If a CRA notifies a furnisher that a consumer disputes the completeness or accuracy of information provided by the furnisher, the furnisher has a duty to follow certain procedures. The furnisher must:*
  - Conduct an investigation and review all relevant information provided by the CRA, including information given to the CRA by the consumer. Sections 623(b)(1)(A) and (b)(1)(B)*
  - Report the results to the CRA and, if the investigation establishes that the information was, in fact, incomplete or inaccurate, report the results to all CRAs to which the furnisher provided the information that compile and maintain files on a nationwide basis. Sections 623(b)(1)(C) and (b)(1)(D)*
  - Complete the above within 30 days from the date the CRA received the dispute (or 45 days, if the consumer later provides relevant additional information to the CRA). Section 623(b)(2)*
- *Duty to Report Voluntary Closing of Credit Accounts: If a consumer voluntarily closes a credit account, any person who regularly and in the ordinary course of business furnishes information to one or more CRAs must report this fact when it provides information to CRAs for the time period in which the account was closed. Section 623(a)(4)*
- *Duty to Report Dates of Delinquencies: If a furnisher reports information concerning a delinquent account placed for collection, charged to profit or loss, or subject to any similar action, the furnisher must, within 90 days after reporting the information, provide the CRA with the month and the year of the commencement of the delinquency that immediately preceded the action, so that the agency will know how long to keep the information in the consumer's file. Section 623(a)(5)*

**Other law requires that the consumer be notified anytime before, or within 30 days after, you report a derogatory to a CRA in substantially the following words: "You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit/rental obligations." Only one notification to the consumer is necessary.**