

HOW TO OBTAIN YOUR CREDIT REPORT

A credit report contains important information about you and is an essential tool used by banks, mortgage lenders, credit card issuers and other credit grantors in making credit decisions. Information in your credit report comes from banks, mortgage companies, finance companies and credit card issuers. Information such as bankruptcies, judgements, law suits, and tax liens are reported from public records.

Consumers should review credit histories because mistakes do occur and they can be embarrassing and costly if not corrected. Dormant credit accounts that are no longer in use should be closed by notifying the company in writing. There are three major credit reporting agencies, Experian (formerly TRW), Trans Union and Equifax. Each credit reporting agency maintains an independent credit data base.

Credit reporting agencies are governed by the Fair Credit Reporting Act. This federal law allows a credit reporting agency to report *positive* information indefinitely. Closed accounts or accounts that have been paid off on time can continue to appear on your credit report for seven years. *Negative* information such as late payments or accounts in collection can remain on a credit report for seven years. Chapter 7, 11 or 12 bankruptcies can be reported for up to ten years and Chapter 13 bankruptcies are reported for seven years from the date of filing.

If you find entries that you believe are in error, immediately notify the credit reporting agency in writing. When disputing an entry with the credit reporting agency, be specific and provide copies of all supporting documents. Once notified of a possible error, the law requires that the entry be verified or corrected.

Generally, by obtaining a credit report from one company, you can determine if your credit history is being accurately reported. If you find mistakes in one report, it likely that the other reports may have problems and it would be prudent to obtain the additional reports to insure accuracy.

If you have applied for credit and been *denied* because of a negative entry on your report, you may obtain a copy of your credit report free of charge. Ordinarily, there will be a fee to obtain a copy of the report. If you are married, consider having your spouse obtain a credit report because it may contain different credit information. The enclosed forms and information sheet will assist you in obtaining your credit report(s).

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GENERAL INFORMATION

Experian (formerly TRW)

P.O. Box 2104

Allen, TX 75013

Telephone: (888) 397-3742

Web Site: www.experian.com

Trans Union Corporation

P.O. Box 390

Springfield, PA 19064-0390

(800) 680-7289 (general information)

Equifax

P.O. Box 105873

Atlanta, GA 30348

(800) 525-6285 (general information)

If you have recently been denied credit, there is no charge for obtaining your credit report. If you have not been denied credit, there is a charge for each report. When requesting a report by mail, payment can be made by check or money order.

EXPERIAN
P.O. Box 949
Allen, Texas 75013-0949

Date: _____

RE: _____

(Your name and present full address)

Dear Representative,

I request a copy of my credit report. The following information should assist in this request:

ADDRESSES USED IN THE PAST FIVE YEARS

Previous
Address: _____

No. Street City State Zip

Previous
Address: _____

No. Street City State Zip

Previous
Address: _____

No. Street City State Zip

Social Security Number: _____

Year of Birth: _____

Spouse's First Name: _____

PROOF OF ADDRESS BEING SUBMITTED:

(Check one and include copy.)

_____ Major Creditor Billing Statement

_____ Utility Bill

_____ Driver's License

I certify that I am the person named above and that I am submitting this request for my own credit report.

Signed: _____ **Date:** _____

EQUIFAX
P.O. Box 105873
Atlanta, Georgia 30348

Date: _____

RE: _____

(Your name and present full address)

Dear Representative,

I request a copy of my credit report. The following information should assist in this request:

ADDRESSES USED IN THE PAST FIVE YEARS

Previous
Address: _____

No. Street City State Zip

Previous
Address: _____

No. Street City State Zip

Previous
Address: _____

No. Street City State Zip

Social Security Number: _____

Year of Birth: _____

Spouse's First Name: _____

PROOF OF ADDRESS BEING SUBMITTED:

(Check one and include copy.)

_____ Major Creditor Billing Statement

_____ Utility Bill

_____ Driver's License

I certify that I am the person named above and that I am submitting this request for my own credit report.

Signed: _____ **Date:** _____

TRANS UNION CORPORATION
P.O. Box 390
Springfield, PA 19064-0390

Date: _____

RE: _____

(Your name and present full address)

Dear Representative,

I request a copy of my credit report. The following information should assist in this request:

ADDRESSES USED IN THE PAST FIVE YEARS

Previous
Address: _____

No. Street City State Zip

Previous
Address: _____

No. Street City State Zip

Previous
Address: _____

No. Street City State Zip

Social Security Number: _____

Year of Birth: _____

Spouse's First Name: _____

PROOF OF ADDRESS BEING SUBMITTED:

(Check one and include copy.)

_____ Major Creditor Billing Statement

_____ Utility Bill

_____ Driver's License

I certify that I am the person named above and that I am submitting this request for my own credit report.

Signed: _____ **Date:** _____