

Adverse Action Notification

The Fair Credit Reporting Act requires landlords and their agents to notify an applicant if information obtained from a consumer reporting company is used, in whole or in part, in the decision to deny a lease. This is a sample letter you may use to notify the applicant. To allow the applicant the opportunity to dispute the information if they believe it is incorrect, the letter must contain the name, address and the phone number of the consumer reporting company.

Date

Applicant Name
Address

Dear Applicant:

We regret to inform you that based on our tenant criteria, we are unable to consider you further for a lease in our building. This decision was made in part from the information we received from Global PI, LLC our tenant screening vendors. Global PI, LLC does not make these decisions and are unable to provide you with the specific reasons for them.

In accordance with the Fair Credit Reporting Act, you have previously received a copy of this information and a copy of your rights under the Act. You also have the right to obtain an additional free copy of the report within 60 days of your receipt of this letter by contacting the supplier at the addresses and telephone numbers below. Please refer to these documents if you have further questions. You have the right to dispute the accuracy or completeness of the information contained in the report(s) by contacting Global PI, LLC or, if the report is a credit report, by contacting the credit bureau that furnished the report.

For credit reports, contact the bureau that supplied the report as listed on the consumer report:

- Experian: P.O. Box 2002, Allen, TX 75013 - (888) 397-3742
- Equifax Credit Information Services, Inc.: P.O. Box 740256, Atlanta, GA 30374-0256 - (800) 685-1111
- TransUnion, LLC: P.O. Box 2000, Chester, PA 19022 - (800) 888-4213

For information on non-credit reports, contact:

Global PI, LLC
Info@GlobalPILLC.com
Phone: 561.235.3637

Any dispute regarding the information on your report must be resolved with the agencies above.

Very truly yours,

COMPANY NAME

Signatory Name