



**Physical Inspection Checklist/Commercial**

**Order Date:** \_\_\_\_\_

**Ordered by:** \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_

dba (if used): \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

***Number of photos to take:** required one interior showing the product/workspace and one exterior showing sign. Please document any suspicious activity, as possible, with other photos.*

<p>1. Is the company located at the <u>exact</u> address stated on the Inspection Request Form? Yes/no, please explain any discrepancy. Does the location seem appropriate for that particular type of business (e.g. a mortgage company should have office space available for brokers and loan processors and should be in a location accessible to the public)? Provide brief justification/explanation.</p>	
<p>2. Is the office located in: a commercial building, private residence, apartment, storefront, house converted <b>strictly for business use</b> (no living quarters <b><u>at all</u></b>)? Identify type of facility.</p>	
<p>3. Is the office located in an executive suite (i.e. shared receptionist with other companies within commercial building) or virtual office? If yes, <b>provide landlord or business management office's name and phone number.</b></p>	
<p>4. Does this facility look to be a permanent office location? Please explain.</p>	
<p>5. Is there evidence that this is an active business? Are employees present, client files, etc? Please provide specific examples.</p>	
<p>6. What service(s) does it appear they provide (e.g. is there presence if inventory indicative of a retailer, do they serve consumers or other businesses, is there presence of equipment indicative of a leasing company, etc).</p>	
<p>7. Is the office space shared with another business? If YES, what is the name and what type of service dot hey provide? Is it separated from the other business with a lockable door? What is the relationship between the companies?</p>	



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8. Does the business have appropriate furnishings: office equipment, telephones, trade association plaques? Are customer files present?	
9. Is there evidence (advertising, letterhead, business cards, etc.) that the company is involved in or associated with credit repair, legal services of any kind, private investigation or bail bonding activity? <b>IF YES, PLEASE EXPLAIN. Secure copies of any applicable literature only if suspicious activity is detected and the literature describes the suspicious activity.</b>	
10. Is the business license displayed in the office? <b>If NO, ask them why not.</b>	
11. Is there a permanent (cannot be moved) sign that identifies company? If YES, where is it located? (on building, door, in window, lobby directory, etc.?) If <b>NOT</b> , ask <b>“WHY?”</b> .	
12. Does the sign reflect the same company name listed above on this request? If not, what is the exact name appearing on the sign?	
13. Please note any positive or negative observation related to security of premises, workstations, files, etc.	
14. <b>Is there evidence of any suspicious activity (see attached list)? Please explain.</b>	

I, \_\_\_\_\_ have visited and inspected the premises described and concluded that all of the above information is correct. Photos are being forwarded expeditiously. I also acknowledge that I understand that the Federal Fair Credit Reporting Act requires that any person who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses may be fined under Title 18, United States Code, imprisoned for not more than 2 years, or both.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

Date Inspected: \_\_\_\_\_ Person Interviewed: \_\_\_\_\_ Title: \_\_\_\_\_