



[Date]

[Applicant Name]
[Applicant Address]

RE: Application for Rental

Recently ACS Data Search was asked to complete a background screening report by [Client Name]. They are unable to accept your application for rental at this time. The requested report was completed on [date of report] and delivered to the client. In accordance with the Fair Credit Reporting Act, a copy of our report is enclosed.

Your report also contains consumer credit information which was obtained from the following consumer reporting agency:

[Credit Reporting Agency]
[Address]
[Phone Number]

The above agency cannot tell you about any other items contained in the report but can help you with any questions regarding the credit portion.

Neither ACS Data Search or Equifax Credit Information Services made the decision to take the adverse action and is unable to provide you with the specific reasons for the adverse action.

Pursuant to the Fair Credit Reporting Act, you have a right to a free copy of your consumer report from the consumer reporting agency above, if you request it no later than 60 days after you receive this notice. In addition, if you find that any information contained in the report you receive is inaccurate or incomplete, you have the right to dispute the matter with the consumer reporting agency. You can find out about the information in your file by contacting the consumer reporting agency above.

Should you have non-credit related questions regarding information contained in the report please contact us at the following address:

ACS Data Search
P.O. Box 12587
Overland Park, KS 66282-2587

For your protection, absolutely no information will be given over the phone.

ACS Data Search