



STEP 1 – DATA FURNISHER SETUP

Work with your Datalinx representative to complete the following requirements for identity verification:

- **Proof Of Identity** (one copy of a valid* form of identification for property owner or manager)
- **Proof Of Ownership** (one copy of an acceptable* form of documentation supporting proof of ownership for each property to be rented)
- **Proof Of Contract** (one copy of standard rental contract used by Property Owner and/or Manager)
- **Authorization To Report** (signed Service and Support Agreement with Datalinx)

**Work with your Datalinx representative to determine valid and/or acceptable forms of documentation*

STEP 2 – REVIEW PROPERTY MANAGEMENT REPORTING PACKAGE

Review the Property Management Reporting Package to ensure that you understand the requirements and can provide the data necessary for reporting. If you have any questions regarding the package please contact your Datalinx representative or email the support alias at support@datalinxllc.com.

STEP 3 – TEST AND FINAL APPROVAL

1. Assemble your input file using the File Layout Template tab in the Property Management Reporting package. Please ensure all necessary fields are populated as it is expected that your data be sent in this format for all future transmissions.
2. Submit your initial test file using the connectivity path established by your Datalinx representative. This will ensure secure transmission of your data to the Datalinx servers.
3. Once received, Datalinx will perform a series of tests to validate the accuracy and adherence to all defined rental data requirements. If the data meets the requirements, you will be approved to begin reporting your rental data in our production environment. If concerns or issues are present your Datalinx representative will work with you to resolve them.

Please contact your Datalinx representative or the support team (support@datalinxllc.com) with any questions or concerns.

Please fill out this form and return it to Datalinx in order to get setup as a Data Furnisher under the Resident Credit program.

Contact Information:

Company Name:	
Mailing Address:	
Physical Address:	
City:	
State:	
Zip:	
Phone:	
Fax:	
Email:	
Primary Contact:	
# of records/mo:	

Briefly describe the nature of your business (e.g. Individual Property Owner, Property Manager, Business Property Owner, Tenant Screener, etc.):

Pricing Information:

- Service includes data conversion to the **Rental 1 Format** and unlimited technical support for all credit bureaus approved for reporting.
- Below are two pricing models for you to choose from:
 - Model 1: Full-File Reporting (report both on-time and delinquent payments to the credit bureaus)
 - Model 2: Delinquent-Only Reporting (report only skips, evictions, and other past due accounts to the credit bureaus)
- There is a one-time non-refundable setup fee which includes membership with the bureaus and initial programming of your file.

Please contact your Datalinx representative or email support@datalinxllc.com if you have any questions or need more information.