



ONLINE INSTRUCTIONS

Visit Thomas Reports online at: www.ThomasReports.com

1. Find our *BRONZE REPORT* and select 'credit and criminal combo' from the menu
2. Add the *BRONZE REPORT* to your cart and proceed to checkout.
3. Upon checkout, you will instantly receive an e-mail containing your secure link to the Thomas Reports order form. You may fill this out at your convenience – this form *does not* expire. There is a digital signature that utilizes a standard mouse. When complete, hit the submit button. There is also print button for your records.
4. We verify the information you submit upon your behalf. Your report will be sent directly and solely to the property manager who has signed a confidentiality service agreement.

Please complete and return the form at your earliest convenience to begin. We cannot process your request until your form is complete.

Please call with any questions or concerns

815-678-4305

support@thomasreports.com

To order a free credit report, visit annualcreditreport.com, call [1-877-322-8228](tel:1-877-322-8228). Or complete the [Annual Credit Report Request Form](#) and mail it to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281. Do not contact the three nationwide credit reporting companies individually. They are providing free annual credit reports only through annualcreditreport.com, [1-877-322-8228](tel:1-877-322-8228) or mailing to Annual Credit Report Request Service.