

FACILITY INSPECTIONS

What to know BEFORE your appointment

The Bureaus require a facility inspection be passed by all companies who apply for Reseller membership. Each company is charged an application fee of \$125.00, which includes the cost of the facility inspection. Before submitting your application, please ensure your office location is fully established/functional and meets the below requirements. If any of the below criteria is not met, your application may be delayed, denied, and/or the inspection may need to be redone at an additional cost to you.

During your facility inspection, the inspector will make notes, take pictures and ask questions. The following are key points that will be observed by the inspector.

REQUIRED FOR ALL OFFICE SPACES:

*See also **RESIDENTIAL OFFICES HAVE ADDITIONAL REQUIREMENTS** below*

- Cabinets must have locks
- Shredder must be a Crosscut/Micro-cut
 - Alternately is contracted with a shred/destruction service
- Reasonably clutter-free and organized
- Separated from any other businesses by a locking door
- Permanent signage for your business (*commercial office locations only*)
- Your server/PC and/or printer must be in a secure area that is accessed only by your company
 - laptop/PC lock may not meet this requirement
 - Server/PC must be password protected inaccessible to non-employees.
- Virtual offices are not allowed (i.e. WeWork type)
 - Executive suites are usually not allowed. An Executive Suite may qualify as an office only if:
 - Your business is physically completely separated from other businesses by a locking door
 - There is no sharing of any office equipment with other companies in the suite
 - Renting/Shared spaces: The Executive Suite qualifiers also apply to any business sharing/renting a space from another company, PLUS this other company must be in a related industry

If unsure if your facility is likely to meet requirements, please email applicationstatus@advcredit.com before scheduling your inspection. They can't guarantee a passing inspection, however an onboarding specialist will discuss your facility setup with you beforehand, and thus hopefully increase your chances of inspection success.

DID YOU KNOW?

Operating from a desk in an open space that is shared by another company is never allowed. The sharing of credit data and related services with another business is NOT allowed. There are different requirements for paperless businesses.

Be prepared to answer some additional questions during **your** facility inspection, **including:**

- Who performs maintenance and repair on client's computer(s)?
- Are computer(s) installed with current anti-virus/anti-malware?
- Are credit reports/personal sensitive information printed (and stored in a locked cabinet)?

RESIDENTIAL OFFICES HAVE ADDITIONAL REQUIREMENTS:

Home office inspections are conducted again every other year after onboarding; these are charged to you, the client.

The following additional requirements apply to residential office spaces:

- Must be separated from the rest of the home by a door
- Must be dedicated as an office and not serve a dual purpose
- Must contain only items specific to the everyday function of your business
- No foot traffic- space cannot be used as a walk-through to another part of the home