



6975 SW Sandburg Rd #120
Portland, OR 97223
Phone (866) 303-0445
Fax (866) 406-0775

RAPID RE-CHECK

Welcome to CIS Information Service, we are excited to offer our Rapid Re-check program to you. Following is information about the program and how it works. If you have any questions please feel free to contact Customer Service Department at (866) 303-0445 Option #1.

What is a Rapid Re-check?

Rapid Re-check is a program designed to assist borrowers who have erroneous, derogatory information on their credit file, that may be negatively affecting their scores. We have contacts with Equifax, Experian, and TransUnion, which enables us to expedite corrections to credit files at the bureau level.

After corrections are made, files are re-pulled in order to obtain an updated credit score. Under Certain circumstances the bureaus cannot update information. In these rare cases the bureaus initiate a dispute on the borrower's behalf.

What is the normal time service for this program?

The turnaround time is now approximately **one to three days**.

Equifax and Experian both offer a 24-hour rush service for an additional fee.

How much will the score change?

A credit score is a scientific way of assessing how likely a borrower is to pay back a loan or debt. A credit score is based on the data available in the borrower's credit file at a particular point in time. The entire report is evaluated every time a score is created. Factors such as payment history, available credit limits, comparisons of outstanding balances to the available credit, length and volume of credit history, active pursuit of new credit, derogatory credit and public records are all considered. **It is impossible to determine exactly how much one change in the credit file will affect the score.** There are far too many factors involved and the scoring formula is proprietary and non-published. CIS cannot estimate, calculate, or confirm how the score will be affected by the Re-check. CIS offers no guarantee that scores will either increase or decrease with this service.

How do you order a Rapid Re-check?

1. Complete the Rapid Re-check Order Form with **the account information as it appears on the credit report**
2. Obtain a copy of the following supporting documents:
 - a. Borrower's signed authorization form.
 - b. A formal letter from the creditor that states exactly what needs to be changed on the account. The letter must be dated after the last date reported on the credit report
 - c. Certified court document with appropriate court stamp (*if applicable*)

It is imperative that the supporting documents obtained come from the actual creditor/court reporting on the credit report and must include the creditor name, address, phone number and a contact name. These documents do not have to be originals, but **the bureaus must be able to verify them**. Anything else will not be accepted by the bureaus and may delay the processing of the Re-check. Consumers must contact the creditors directly in order to receive the appropriate letters.



MEMBERS OF:
MORTGAGE BANKERS ASSOCIATION – NATIONAL CREDIT REPORTING ASSOCIATION



**RAPID RE-CHECK
ORDER FORM**

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This form must be filled out and signed by the mortgage company. Please have the borrower sign the authorization sheet included with this form. The fee for this service must be approved before CIS will send off the Rapid Re-check. Under certain circumstances the bureaus cannot update information. In these rare cases the bureaus initiate a dispute on the borrower's behalf.

CIS File #: _____ **Date:** _____
Mtg. Company Name: _____ **Phone Number:** _____
Requested By: _____ **Email address:** _____
Borrower Name: _____ **SSN:** _____
Co-Borrower Name: _____ **SSN:** _____
Current Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Once Rapid Re-check has been completed would you like CIS to re-pull the file? Yes No

Creditor Name: _____ Account Number: _____
Select Which Bureaus: EF: ___ XP: ___ TU: ___ - And For Which Person: Borr: ___ Co-Borr: ___ Both: ___
What Needs Corrected: Delete Lates ___ - Update Balance ___ - Delete Account ___ - Other: _____

Creditor Name: _____ Account Number: _____
Select Which Bureaus: EF: ___ XP: ___ TU: ___ - And For Which Person: Borr: ___ Co-Borr: ___ Both: ___
What Needs Corrected: Delete Lates ___ - Update Balance ___ - Delete Account ___ - Other: _____

Creditor Name: _____ Account Number: _____
Select Which Bureaus: EF: ___ XP: ___ TU: ___ - And For Which Person: Borr: ___ Co-Borr: ___ Both: ___
What Needs Corrected: Delete Lates ___ - Update Balance ___ - Delete Account ___ - Other: _____

Creditor Name: _____ Account Number: _____
Select Which Bureaus: EF: ___ XP: ___ TU: ___ - And For Which Person: Borr: ___ Co-Borr: ___ Both: ___
What Needs Corrected: Delete Lates ___ - Update Balance ___ - Delete Account ___ - Other: _____

Please fill in the appropriate amount or contact Customer Service at (866) 303-0445 to get a quote. If you are set-up to pay regularly with a credit card please provide credit card information below. **The undersigned agrees to the fees quoted and understands that CIS cannot estimate, calculate, or confirm how the score will be affected by the Re-check. CIS offers no guarantee that scores will either increase or decrease with this service.**

Total Rapid Re-check Charge \$ _____ CIS Rep that conducted the quote: _____
(Does not include the charge for the new file)

Signature: _____ Date: _____

**** WE ARE UNABLE TO ACCEPT PAYMENT FROM THE BORROWERS ****

Name on Card: _____
Billing Address: _____ City: _____ State: _____ Zip: _____
Credit card #: _____ Exp. Date: _____ CVV# _____

PLEASE FAX THIS FORM TO (866) 406-0775

*Be sure to include borrower's authorization and the appropriate documentation required to support the Rapid Re-check *
- TURNAROUND TIME IS ONE TO THREE DAYS-

