



Dear Consumer:

MicroBilt and its wholly owned subsidiary, PRBC, maintain consumer databases and permit each consumer to obtain one free copy of their own consumer report from our databases per year, a free copy of their own consumer report upon each adverse action taken, which includes having an application for credit declined, and subsequent copies upon request.

To obtain a copy of your consumer report from MicroBilt, please complete and sign the attached Report Request Form and return it to us via US Postal Service, or call us toll-free, and in each case provide all of the requested information and documentation. Note that you do not have to use our Form, as long as you provide all the information that is requested therein. Our Form is being provided as a convenience to you.

To obtain a free copy of your consumer credit report from one or more of the national consumer credit bureaus (Equifax, Experian and TransUnion), please visit [www.annualcreditreport.com](http://www.annualcreditreport.com).

**For your protection, we need to properly identify you prior to sending you your consumer report. Accordingly, along with your report request, please send to us a clear copy of both sides of your Driver's License or state identification card. Alternatively, you may send any 2 of the following types of identification information:**

- **A copy of a recent (no less than 60 days old) cable, utility or phone bill, with a matching address of request.**
- **A copy of your Social Security card.**
- **A copy of your birth certificate.**
- **A copy of your US passport (picture page only).**
- **A copy of your voided consumer check with matching address of request.**
- **A copy of your Alien Registration Card.**

Once we have received your report request and supporting documentation and verified all of the information, we will provide you with a copy of your consumer report.

Sincerely,

MicroBilt Consumer Affairs Department  
Phone: 888-222-7621



## **REPORT REQUEST FORM**

**Obtaining information under false pretenses is illegal. Obtaining a consumer report on someone other than you is punishable by law and can result in fines and/or imprisonment.**

**To process your request for your consumer report from MicroBilt, we need the following information:**

Last Name: \_\_\_\_\_ First and Middle Name: \_\_\_\_\_

Maiden Name or other last names used: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Driver's License No. / State: \_\_\_\_\_  
(DL copy attached; **OR** two other forms of identification attached)

Current Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

### **Previous addresses you have had in the past five years:**

Previous Street Address #1: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Previous Street Address #2: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

### **If applicable:**

Credit Declined Date: \_\_\_\_\_ Name of Company: \_\_\_\_\_

### **Social Security Number:**

☐ If you would like us to redact your social security number from the report we send you, check the box.

**Important: Your report request will not be considered complete unless you have signed your name and included a copy of your Driver's License or two of the alternative forms of identification listed on the attached cover letter.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Contact us at: MicroBilt / PRBC  
Attention: Consumer Affairs Department  
P.O. Box 440693  
Kennesaw, GA 30160  
Phone: 888-222-7621

To help prevent identity theft and fraud, please note that your consumer report will be sent only to the CURRENT address shown on your consumer report in our databases.