



INSTRUCTIONS FOR SUBMITTING A DISPUTE TO INSIGHT SCREENING SOLUTIONS

1. Please read and carefully complete the Applicant Dispute Form. Here are some important notes on properly completing the Applicant Dispute Form:
 - Each field marked with an asterisk (*) is required.
 - When completing the Applicant Dispute Form, be sure to indicate the specific reason for your dispute and be sure to identify each specific item that you are disputing. For example:
 - If you are disputing a credit item, be sure to identify the specific account number or other item you believe is inaccurate or incomplete. Similarly, if you are disputing a criminal or civil record, be sure to identify the specific case number or court record.
 - Be as specific as possible!
2. After completing the Applicant Dispute Form, gather:
 - A legible copy of your government-issued identification (such as a driver's license or state identification card); and
 - Copies of any supporting documents (such as letters from creditors, letters from former landlords, or legal documents) that you wish to submit in support of your dispute.
3. **Email** the legible copy of your government-issued identification and any supporting documents you wish to provide to dispute@insightapplicant.com.



Dispute Application

Full Name*:
Current Address*:
DOB*:
SSN (last 4 digits)*:
Email*:

Property/Company applied to:

Date Applied:

RECORDS DISPUTE

If you believe that any of the CREDIT, RENTAL HISTORY, CRIMINAL or CIVIL COURT records in your report were inaccurate or incomplete at the time you were screened, please use this form to initiate a dispute.

You may only complete this dispute form on behalf of yourself (or as otherwise required by law). Complete the Dispute Section(s) which are applicable to you.

IDENTITY THEFT

If your dispute is based on Identity Theft, you must also submit a copy of an Identity Theft Report (such as a police report; FTC report; or other report with an investigative agency). The report must specifically identify the information on your screening report that you are disputing (such as specific credit items; specific criminal records; specific civil records; specific rental history records; etc.)

Please note, we are unable to process an identity theft dispute without all of the above information.

I am disputing the following:

- Credit or Rental History Dispute
- Criminal Records Dispute
- Civil Records Dispute

Additional Comments (Provide us with an additional information regarding your dispute):