

**Checklist for Consumer to Prepare for In-Depth Review
of Credit Reports**

Checklist for Reviewing Your Credit Files

To assist you in reviewing your credit bureau files, we suggest you proceed as follows:

1. As you examine the credit bureau reports, please note that each credit agency has a slightly different format for reporting the same basic information. Along with the reports, you should have received some instructions provided by the credit bureaus that are designed to help you understand the various items shown in your report.

2. We suggest you start with just one report and conduct a complete review of it before looking at the other reports. It would be most helpful when we call to interview you if you focus on these areas:

- * Is your name, address, and other identifying information in the front of the report correct?

- * If you currently have a mortgage on a home, is the name of the lender, outstanding balance, date opened, number of delinquencies, etc. correct?

- * If you have had any car loans in the last 7 years, try to find those in the report paying special attention to the date of loan, lender name, loan balance and payment history. Are they correctly reported?

- * For every credit card you currently have, locate it in the report and check the date issued, lender name, current balance and payment delinquencies (if any). Are all of these items correct?

- * If you currently have other types monthly installment loans for purchasing goods or services, please locate those in the report. Pay special attention to the date of loan, lender name, current balance and payment delinquencies (if any). Are all of these items correct?

- * For any closed loans (mortgages, car loans, credit cards, etc.), carefully exam those for which the report suggests there may have been some delinquent payments. Does this information appear correct?

- * Does the report show any loans that went to collection? Is the information reported correct? (Collection means you were in default on the payments and the lender hired a collection agency to try to collect the money from you.)

3. After you have reviewed one report in detail, do the same thing for the other credit bureau reports. Do you see any significant differences between the reports? What are they?