



AckermangroupLLC

Security & Investigative Consultants
1666 Kennedy Causeway • Suite 506 • Miami, FL 33141
Toll free: 1-844-868-3723
Fax: 305-868-9219
Email: CPI@ackermangroup.com

Dear CPI client:

You have requested a background investigation on _____, a potential or actual employee, contractor or tenant (subject). The Fair Credit Reporting Act (FCRA) requires that you disclose to subject that you are requesting an investigative report, receive written permission from subject to obtain that report and advise subject that he or she has the right to obtain the investigative findings.

Please complete the EMPLOYER RELEASE and have subject read and complete the DISCLOSURE AND ACKNOWLEDGMENT form. In addition, please acquaint yourself with the other documents provided: Complying with FCRA, A Summary of Your Rights under FCRA, Notification of Potential Adverse Employment Action and Notification of Adverse Employment Action.

Upon receipt of the Employer Release and Disclosure and Acknowledgment form, we will proceed with the investigation.

Sincerely,

Julio Guzman
Director, Investigations
The Ackerman Group LLC
1666 John F. Kennedy Causeway, Suite 506
Miami, Florida 33141
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EMPLOYER RELEASE

- **SERVICES:** The Ackerman Group LLC (AG), an investigative consulting company, collects information from consumer reporting agencies and interprets, alters, or amends it into consumer reports and investigative consumer reports (REPORTS) as defined by the Fair Credit Reporting Act (FCRA). The consumer reporting agencies collect the information from public sources. Subject to the terms and conditions of this agreement, AG agrees to furnish EMPLOYER ☐, CLIENT ☐ or LANDLORD ☐ with REPORTS for the purpose of screening prospective and/or current employees, contractors and/or tenants (SUBJECT).
- **AG agrees to:**
 - Follow reasonable quality assurance procedures and otherwise make reasonable efforts in accordance with industry standards to include accurate, current and complete information in REPORTS provided to EMPLOYER. AG cannot and does not guarantee or insure the accuracy, completeness, availability or the timeliness, i.e., the information is current, of information provided in its REPORTS;
 - Re-verify, at no additional cost, any disputed REPORT when either the EMPLOYER or the SUBJECT makes a request in accordance with applicable law; maintain REPORT information and transaction details for a minimum of one (1) year;
 - Upon written request by the SUBJECT, inform SUBJECT of the substance of the REPORT and information contained in the REPORT provided to EMPLOYER; and
 - Reasonably maintain confidentiality of its and EMPLOYER's data.
- **EMPLOYER agrees to (required documents/notice letters to be provided by AG):**
 - Use the services of, and the REPORTS provided by, AG solely for the legitimate business purpose in strict compliance with all applicable federal, state and local laws, including, without limitation, equal employment opportunity laws and regulations, the FCRA, the Americans with Disabilities Act, and the Driver's Privacy Protection Act;
 - Review the FCRA as amended by The Fair and Accurate Credit Transactions Act and comply with all legal obligations as outlined in said act, the text of which can be found at <http://www.ftc.gov/os/statutes/031224fcra.pdf>;
 - Make a clear and conspicuous disclosure to the SUBJECT, in writing and in a standalone document, that a consumer report and/or investigative consumer report may be obtained for the authorized purpose specified, as required by law;



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- Obtain the proper authorization from the SUBJECT prior to requesting a REPORT and to maintain records of consent, as required by law;
 - If an adverse decision is expected to be made due to information provided by AG, provide proper notice to the SUBJECT, a copy of the REPORT obtained, and a copy of the document "A Summary of Your Rights under FCRA", as required by law; and
 - If an adverse decision is made due to information provided by AG, provide proper notice to the SUBJECT, a description of the SUBJECT's right to obtain a free report and to dispute any inaccuracies, AG contact information, a statement that AG did not make the adverse decision, and notice of the SUBJECT's rights to receive a free copy of the REPORT and to dispute its accuracy or completeness, as required by law.
- **RELEVANT SUPPLEMENTAL STATE COMPLIANCE WILL BE DISCLOSED BY THE EMPLOYER FOR ACKNOWLEDGMENT BY THE SUBJECT AND ADHERED TO BY ALL PARTIES. (Note: AG will provide EMPLOYER with required supplemental disclosures).**
- **INDEMNIFICATION:**
 - EMPLOYER shall indemnify, defend and hold AG and Chubb & Son, a division of Federal Insurance Company, harmless from and against any and all claims, demands, costs, expenses, damages and liabilities of any kind or nature whatsoever, including, without limitation, reasonable attorney's fees incurred by AG, caused by EMPLOYER's breach of the terms of the Agreement or failure to comply with its obligations under the FCRA or other laws applicable to the procurement or use of REPORTS.
 - AG shall indemnify, defend and hold EMPLOYER harmless from and against any and all claims, demands, costs, expenses, damages and liabilities of any kind or nature whatsoever, including but not limited to reasonable attorney's fees incurred by EMPLOYER, resulting from gross negligence or intentional misconduct of AG in preparing and transmitting REPORTS.

Section to be completed by Chubb Client, i.e., EMPLOYER:

Chubb Client name _____
Telephone number _____
Email address _____
Chubb Agent/broker name _____
Chubb policy number _____

**Check box for designation..... Signature ☐ or Signature VIP ☐

Signature of Chubb client making request