



NEW CLIENT CHECKLIST

Below is a checklist of all the necessary documentation we need to start your remediation program. Once you submit the following items, you will be on your way to a brighter credit future.

- New Client Contact Sheet:** Make sure you fill this form out completely, including your spouse's information, if applicable.
- SHCRC Consulting Agreement:** Please read this agreement carefully and make sure all the information in it is correct. Make sure you read and understand **SEC 405 of the Credit Repair Organizations Act**.
- Copies of Your Credit Report:** The law allows you one free copy per year of your credit report from Experian, Equifax and TransUnion. If you do not have current copies, we can order them for you for \$49.00 or you can order them yourself at www.myfico.com/12.
- Supporting Documentation:** Please include copies of any documentation that can be used in the removal of a negative tradeline from your credit report.

You may FAX these items so we can start your file, but you **MUST** mail the originals of any signed documents to our office at the following address along with your \$89 set-up fee. We cannot proceed without original signed documentation and payment.

Safe Harbor Credit Repair & Counseling
PO Box 717
Noble, OK 73068

***NOTE:** In order to comply with the Credit Repair Organizations Act (CROA), SHC may only charge for services rendered. Therefore, although SHC requires payment in full prior to processing Client's file, the entire payment will be deposited into a Client Trust Account that is completely separate from any other SHC operations accounts. Payments will be withdrawn from this trust account as each phase of the program is completed. SHC reserves the right to change these amounts as costs change, however, Client may request an accounting of Client's file at any time and this information will be provided in written form within 5 business days.

KEEP FOR YOUR RECORDS

PO Box 717 · Noble, OK 73068 · (405) 872-9989 · Fax: (405) 872-0631

www.safeharborcreditrepair.org