



Pre-Qualification Implementation Guide

How to Use this Guide

This guide is designed as a resource for lenders as they request Pre-Qualification credit access from Data Facts. It will provide instructions on what will be needed to become approved to purchase pre-qualification credit reports and provide best practice recommendations for obtaining consumer consents.

Definition of Pre-Qualification

Pre-Qualification is a **consumer-initiated transaction**, in which consumers consent to having their credit information accessed to see what credit options may be available to them. Pre-Qualification will post a **soft inquiry** to the consumer credit profile and the FCRA permissible purpose is “with consumer written instructions”.

Who Can Purchase Credit for Pre-Qualification?

Direct lenders, auto dealers, arrangers of credit or rental/leasing residential housing from a real estate property management company can all have access to Pre-Qualification credit information. Industries not included in this list require prior written approval by Equifax®, Experian® and/or TransUnion®.

How Can Lenders Present Pre-Qualification?

Consumer facing content and consent may be offered **online through a lending or Loan Officer website, by telephone or in person**. Data Facts technology features a URL link that can be offered to lenders for placement on a website for consumer interaction.

How Does the Process Work?

Pre-Qualification begins with consumer consent. The Consent cannot be tied to a specific type of financing. The consent may be obtained online, in person or over the phone. Lenders must submit copies of the consents to be used.

For online/website presentation: screenshots for written consent and sample presentation of prequalified options are required.

For phone presentation: phone scripts for written consent and sample presentation of prequalified options are required.

For in-person presentation: document/form for written consent and sample presentation of prequalified options are required.

Note: Data Facts technology providers offer online access via a URL link to be added to a lender or Loan Officer website. This functionality includes consumer consent language.

What is Needed from Me to Get Started?

You will need to supply Data Facts with a few items for review before we can begin giving you access to credit reports for Pre-Qualification:

- ✔ Sign the **Pre-Qualification Addendum** which will be provided to you.
- ✔ Complete a **Pre-Qualification Questionnaire** which requires a description of the products you will use Pre-Qualification for. It will ask how you will obtain consumer consent, and you will need to provide examples of your consumer consent forms.
- ✔ **Tell us how you will interact with the consumer** when he/she meets your eligibility criteria and when he/she does not.
- ✔ Submit a **diagram/workflow** on how Pre-Qualification will be obtained.

May I Receive Sample Consent Forms to Review?

Here are **three sample consumer consent examples**; one for website/online use, one for telephone use and one for in-person meeting use:

Written consent via online/website:

“ I understand that by clicking on the I AGREE button immediately following this notice, I am providing “written instructions” to _____under the Fair Credit Reporting Act authorizing _____to obtain information from my personal credit profile. I authorize _____to obtain such information solely to prequalify me for credit options (or something that indicates the financial aspect of the transaction). Credit information access for my prequalification request may be different than the credit information accessed by a credit grantor on a date after the date of my original prequalification request to make the credit decision.”

Written consent via phone:

“You need to authorize _____to access your credit report for prequalification purposes. Credit information accessed for my prequalification request may be different than the credit information accessed by a credit grantor on a date after the date of my original prequalification request. Please confirm your authorization to access your credit report for prequalification purposes by pressing the # key now”.

Written consent via in-person:

“By signing this form, you are providing “written instructions” to _____under the Fair Credit Reporting Act authorizing _____to obtain your personal credit profile. You authorize _____to obtain such information solely to conduct a prequalification for credit. Credit information accessed for my prequalification may be different than the credit information accessed by a credit grantor on a date after the date of my original prequalification request.