

**Inspection ID: 217632**

COMPANY NAME:	Rental Management Office	CLIENT:	Appfolio, Inc
CONTACT NAME:	Bruce Wineterhalter	ADDRESS:	200 Beltzhoover Ave. Pittsburgh, PA 15210 Pittsburgh, PA 15210
CONTACT PHONE#:	(412) 200-5625	REQUESTED:	10/22/2012
CONTACT EMAIL:	brucewinclub@gmail.com	SCHEDULED:	10/26/2012 10:00 AM
CUSTOMER SURVEY:	Not Submitted	REFERENCE:	
REQUESTED BY:	Kristina Little	CONDUCTED:	10/26/2012 9:59 AM
HISTORY:	<a href="#">View History</a>	RE-ORDER:	<a href="#">Place Re-Visit Order</a>

**Experian Evaluation**

EXPER-1	a) Is the company located at the exact address stated on the Inspection Request Form? b) Yes/no, please explain any discrepancy.	<input checked="" type="radio"/> Yes <input type="radio"/> No. Please explain any discrepancy:
EXPER-1	c) Does the location seem appropriate for that particular type of business (e.g. a mortgage company should have office space available for brokers and loan processors and should be in a location accessible to the public)? d) Provide brief justification/explanation.	<input checked="" type="radio"/> Yes. Provide brief justification/explanation: <i>Warehouse with supplies for renovations and office in an urban neighborhood.</i> <input type="radio"/> No. Provide brief justification/explanation:
EXPER-2	a) Identify type of facility, is the office located in a commercial building, private residence, apartment, storefront, house converted strictly for business use (no living quarters at all), apartment/condo converted strictly for business (no living quarters at all)?	<input type="radio"/> Commercial building <input type="radio"/> Private residence <input type="radio"/> Apartment <input type="radio"/> Storefront <input checked="" type="radio"/> House converted strictly for business use (no living quarters at all) <input type="radio"/> Apartment/condo converted strictly for business (no living quarters at all)
EXPER-2	b) Is the office located in an executive suite (i.e. shared receptionist with other companies within commercial building) or virtual office? c) If yes, provide landlord or business management office's name and phone number.	<input type="radio"/> Yes. Landlord or business management office's name and phone number: <input checked="" type="radio"/> No
EXPER-2	c) Is any part of the facility being used for living quarters?	<input type="radio"/> Yes. If Yes, please explain. <input checked="" type="radio"/> No. If No, please explain. <i>Only as a warehouse and office.</i>
EXPER-3	a) Does this facility look to be a permanent office location? b) If NOT, please explain.	<input checked="" type="radio"/> Yes <input type="radio"/> No. Please explain:
EXPER-4	a) Is the office space shared with another business? b) If YES, what is the name and what type of service do they provide?	<input type="radio"/> Yes. Name and what type of service they provide: <input checked="" type="radio"/> No
EXPER-4	c) Is it separated from the other business with a lockable door?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
EXPER-4	d) What is the relationship between the companies?	<input checked="" type="radio"/> Office space not shared with another business <input type="radio"/> Relationship between the companies:
EXPER-4 E)	IF the space is shared with another business, do the companies share a computer network?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A - the space is NOT shared.
EXPER-5	a) Does the business have appropriate furnishings: office equipment, telephones, trade association plaques?	<input checked="" type="radio"/> Yes <input type="radio"/> No
EXPER-5	b) Are customer files present?	<input checked="" type="radio"/> Yes <input type="radio"/> No
EXPER-6	a) Is there a permanent (cannot be moved) sign that identifies company? b) If YES, where is it located? (on building, door, in window, lobby directory, etc.?) c) IF NOT, ask "WHY?". ** Please take a picture of the signage and submit it if available **	<input type="radio"/> Yes. Where is it located? (on building, door, in window, lobby directory, etc.?): <input checked="" type="radio"/> No. Explain why: <i>Building is an a residential/urban area. No reason given for not having a sign.</i>
EXPER-6	d) Does the sign reflect the same company name listed above on this request? e) If not, what is the exact name appearing on the sign?	<input type="radio"/> Yes <input type="radio"/> No. Exact name appearing on the sign: <input checked="" type="radio"/> N/A
EXPER-7	a) Is there evidence that this is an active business?	<input checked="" type="radio"/> Yes <input type="radio"/> No

EXPER-7	b) Are employees present, client files, etc?	<input checked="" type="radio"/> Yes <input type="radio"/> No
EXPER-8	a) What service(s) does it appear they provide (e.g. is there presence of inventory indicative of a retailer, do they serve consumers or other businesses, is there presence of equipment indicative of a leasing company, etc).	property management and renovation
EXPER-8	b) Ask the question "What types of services and products are provided"?	property management and renovation
EXPER-9	a) Is there evidence (advertising, letterhead, business cards, etc.) that the company is involved in or associated with credit repair, legal services of any kind, private investigation, consumer debt counseling, pornography or related business, bail bonding activity or any illegal activity? b) IF YES, PLEASE EXPLAIN. c) Secure copies of any applicable literature.	<input type="radio"/> Yes. PLEASE EXPLAIN: <input checked="" type="radio"/> No
EXPER-9	b) Is there evidence (advertising, letterhead, business cards, etc.) that the company or any adjacent business is involved in or associated with: (Check all that apply)	<input type="checkbox"/> Bail Bond Enforcement or Bounty Hunters. If so, please explain: <input type="checkbox"/> Internet people locator services. If so, please explain: <input type="checkbox"/> Diet centers. If so, please explain: <input type="checkbox"/> Adoption search firms. If so, please explain: <input type="checkbox"/> Credit Repair companies or credit clinics . If so, please explain: <input type="checkbox"/> For profit Credit Counseling. If so, please explain: <input type="checkbox"/> Loan Modification Companies. If so, please explain: <input type="checkbox"/> Investigative companies, including private investigators and detective agencies. If so, please explain: <input type="checkbox"/> Media agencies, news agencies or journalists. If so, please explain: <input type="checkbox"/> Non-governmental agencies or businesses associated with the collection of child support. If so, please explain: <input type="checkbox"/> Dating Services. If so, please explain: <input type="checkbox"/> Asset Location Services (does not include collection agencies). If so, please explain: <input type="checkbox"/> Condominium/Homeowners Associations. If so, please explain: <input type="checkbox"/> Future services (i.e., health clubs, continuity clubs, etc.). If so, please explain: <input type="checkbox"/> Country Clubs. If so, please explain: <input type="checkbox"/> Timeshare. If so, please explain: <input type="checkbox"/> Companies involved and/or associated with inappropriate adult content web sites and/or adult-type telephone services. If so, please explain: <input type="checkbox"/> Any company or individual who is known to have been involved in credit fraud or other unethical business practices. If so, please explain: <input type="checkbox"/> Any person or entity which inspector suspects may be engaged in fraudulent or illegal activity, such as identity theft, harassment or stalking. If so, please explain: <input checked="" type="checkbox"/> N/A The company and/or adjacent company is not involved in any of these types of business.
EXPER-10	Obtain Website Address(s)	www.tenants.webly.com and www.200belt.webly.com
EXPER-11	a) Is there evidence of any suspicious activity? b) Please explain. Note: Suspicious Activities are activities that are not related to the kind of business the end user customer identifies themselves to be. Please note, document any suspicious activity, as possible, with photos.	<input type="radio"/> Yes. Please explain: <input checked="" type="radio"/> No
EXPER-11	c) Please note any positive or negative observation related to security of premises, workstations, files, etc.	<input checked="" type="checkbox"/> Positive observation: <i>Seems meticulous about details. Warehouse very neat and organized.</i> <input checked="" type="checkbox"/> Negative observation: <i>While premises are secure, office is located in a very rough neighborhood.</i>
EXPER-12	a) Is the contact too nice, too angry, evasive, or too inquisitive (attempting to understand/influence inspection process)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
EXPER-13	a) Does the contact have difficulty describing the nature of the business?	<input type="radio"/> Yes <input checked="" type="radio"/> No
EXPER-13	b) Does the contact have difficulty describing the products and services?	<input type="radio"/> Yes <input checked="" type="radio"/> No
EXPER-14	When scheduling the appointment, was the phone answered in a personal capacity, or with another name or a general name, in such as "corporate office" or vague voice mail message?	<input type="radio"/> Yes. If Yes, how was it answered? <input checked="" type="radio"/> No, it was answered with the company name.
EXPER-15	a) Were there any problems in scheduling the physical inspection?	<input type="radio"/> Yes <input checked="" type="radio"/> No

EXPER-16	a) Can the contact only be reached by mobile phone?	<input checked="" type="radio"/> Yes <input type="radio"/> No
EXPER-17	a) Did discussions with receptionist, secretary, or other employee conflict with other information provided or raise suspicions?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
EXPER-18	a) What security features are utilized and/or present at the client's location? For example, door, locks, etc?	Double door locks. Camera surveillance inside and outside of building.
EXPER-18	b) What are the hours of operation?	Monday - Friday 8a-3p.
EXPER-18	c) Who has access to the office for your company?	Only Bruce.
EXPER-18	d) Is there a security system present?	<input checked="" type="radio"/> Yes <input type="radio"/> No
EXPER-18	e) Is there a Security Guard on duty? e) If so, is one present 24 hours or just during the day?	<input type="radio"/> Yes. 24 hours or just during the day: <input checked="" type="radio"/> No
EXPER-19A	Where do you STORE consumer data for your company? (ie: credit files, employee information, background checks, etc). Check ALL that apply.	<input checked="" type="checkbox"/> Computer (PC) <input type="checkbox"/> File Cabinet(s) <input type="checkbox"/> Other, please explain
EXPER-19B	How do you PROTECT/SECURE your consumer data? Check all that apply.	<input type="checkbox"/> Locked cabinet <input checked="" type="checkbox"/> Password-Protected PC <input type="checkbox"/> Other, please explain
EXPER-20	a) Is the company computer server located in a secure location? Please explain. Note: A SERVER is a computer that is serving up data or applications but is not necessarily a workstation.	<input type="radio"/> Yes. Please explain: <input type="radio"/> No. Please explain: <input checked="" type="radio"/> N/A - There is no computer server
EXPER-20	b) Is the server segregated and secure in an area of its own, away from other activity in the office, e.g.: front office; lunch room; janitor closet.	<input type="radio"/> Yes. If Yes, Please explain: <input type="radio"/> No. If, No, Please explain: <input checked="" type="radio"/> N/A. There is no server
EXPER-21	Disposal of sensitive information: How does customer destroy confidential documents? a) Shredders?	<input checked="" type="radio"/> Yes <input type="radio"/> No
EXPER-21	b) Are the shredder bins locked or can anyone get access?	<input type="radio"/> Locked <input checked="" type="radio"/> Anyone can get access <input type="radio"/> N/A. No shredder
EXPER-21	c) If they do not have a shredder, how do they dispose of sensitive information?	<input checked="" type="radio"/> They have a shredder <input type="radio"/> Shredder and Document Destruction Service <input type="radio"/> How they dispose of sensitive information:
EXPER-22	If the physical inspection is performed at an apartment complex, is the location deemed to be (please check one):	<input type="radio"/> a) Utilized as a commercial office space during normal business hours only <input type="radio"/> b) Utilized as personal living quarters by the resident manager <input checked="" type="radio"/> N/A This is not an apartment complex
EXPER-23	Equipment Environmental Controls: a) Is there Heating and Airconditioning?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
EXPER-23	Equipment Environmental Controls: b) Who services the equipment?	self serviced.
EXPER-23	Equipment Environmental Controls: c) Power control is:	<input type="checkbox"/> Uninterruptible <input checked="" type="checkbox"/> Auto shut-down <input type="checkbox"/> None
EXPER-24	What is the location of the equipment to access credit reports?	In the office with a locked door.
EXPER-25	If access of equipment is NOT restricted, is the equipment secured to the desk by a PC lock?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A, access is restricted.
EXPER-26	Is the Server/PC password protected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A, there is neither a PC nor a server
EXPER-27	Is the Server/PC viewable by non-employees?	<input checked="" type="radio"/> Yes

		<input type="radio"/> No <input type="radio"/> N/A, there is no PC or Server.
EXPER-28	Who performs maintenance and repair on the computer(s) in the contact's office?	Takes equipment outside when service needs arise, infrequently.
EXPER-29	Are computer(s) installed with current anti-virus/anti-malware?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A, there are no computers.
EXPER-30A	While inside the facility dial the phone number provided in header of this checklist. Does this phone dialed ring in the physical location being inspected? If No, select the best option.	<input type="radio"/> Yes <input type="radio"/> No - Through a switchboard <input type="radio"/> No - Through an electronic attendant <input type="radio"/> No - Answered by an answering service <input type="radio"/> No - Another office within the same campus <input checked="" type="radio"/> No - Cell Phone <input type="radio"/> No - Other. Please explain:
EXPER-30B	If Cell Phone is selected in 30a above; ask if the business landline forwards the call to a Cell Phone?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A - Cell phone is not selected in 30a
EXPER-30C	Can they only be reached by a mobile phone?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A. They did not use a mobile phone.
APARTMENT ASSOCIATION	How many apartments were at this location?	<input type="radio"/> # of units <input checked="" type="radio"/> N/A, I didn't visit an apartment
SIGNATURE A	I, the agent logged into this site providing this data, hereby confirm that I have visited the location provided to me by TrendSource and have inspected the premises to obtain the necessary information, documentation and photographs required to complete my assignment in a complete and accurate fashion, including the completion of the physical inspection checklist. I hereby declare that the information submitted by me has been provided expeditiously and is true and correct.	<input checked="" type="checkbox"/> Confirmed.
SIGNATURE B	I, the agent logged into this site providing this data, also acknowledge that I understand that the Federal Fair Credit Reporting Act requires that any person who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses may be fined under Title 18, United States Code, imprisoned for not more than two years, or both.	<input checked="" type="checkbox"/> Confirmed.

Photos

