

Site Visit Check List

Order Number _____

Company Name:	Date Order Placed:
Company Address:	

PLEASE GIVE A DESCRIPTION OF THE BUSINESS OR LIST ITS PURPOSE:

YES NO

- 1) ☐ ☐ Is the company located at the exact address stated on the Site Verification Cover letter? **Any discrepancies? Please explain.**

Comments: _____

2) Identify Type of Facility:

<input type="checkbox"/> Dedicated Commercial Building (this company occupies the entire building)
<input type="checkbox"/> Multi Tent Building (more than one business in the office building)
<input type="checkbox"/> Multi Tent Residential
<input type="checkbox"/> Multi Tent Commercial
<input type="checkbox"/> Residential – Single Family Residence
<input type="checkbox"/> Residential – Mobile Home/Trailer
<input type="checkbox"/> Residential – Apartment/Condo/High Rise
<input type="checkbox"/> Retail Store/Shopping or Strip Mall
<input type="checkbox"/> House converted strictly for business use (no living quarters at all)

YES NO

- 3) ☐ ☐ Does the location seem appropriate for that particular type of business?
Provide a brief justification/explanation:

Comments: _____

4) Identify Type of Neighborhood surrounding the business:

<input type="checkbox"/> Residential
<input type="checkbox"/> Commercial
<input type="checkbox"/> Rural
<input type="checkbox"/> Other

YES NO N/A
5) ☐ ☐ ☐ If the business is in a residential home, is there a separate entrance for the business? **If no, please describe the situation:**

Comments: _____

YES NO Sign NO (Permanent Sign)
6) ☐ ☐ ☐ Is there a permanent (cannot be moved) sign that identifies the company being inspected? **If yes, where is it located?** (on the building, door, in the window, lobby directory, etc.)

Comments: _____

YES NO NO (Permanent Sign)
7) ☐ ☐ ☐ Does the sign reflect the same company name as listed above?
If no, what is the exact name appearing on the sign?

Comments: _____

YES NO
8) ☐ ☐ Are the business hours of operation posted somewhere visible? (I.e. on the building, door, in the window, lobby directory, on the house, etc.)

Comments: _____

YES NO
9) ☐ ☐ Does the premises seem to be consistent with the nature of the business and stated business operation? **If not please explain:**

Comments: _____

YES NO
10) ☐ ☐ Is there evidence that this is an active business? (Employees present, merchandise or inventory observed, machinery in operation, etc.)
Disregard if "Home Based" business, note in comments: Home Based Business if need be.

Comments: _____

11) How many employees were observed at this location?

(Give an estimate) _____

Comments: _____

YES NO
12) ☐ ☐ Are there company marketing materials displayed?

YES NO
☐ ☐ Do the marketing materials match the name of the business listed on this form? **If no, describe situation:**

Comments: _____

YES NO
13) ☐ ☐ Is there signage that indicates the business issues Money Orders, Travelers Checks, Stored Value Cards, provides Check Cashing Services or Performs Currency Exchange? **If yes, indicate signage details:**

Comments: _____

14) What were your general observations during your visit (**i.e. customer merchandise, machinery, purchases occurring, payments being made, etc.**)

Comments: _____

15) **Who at the company accompanied you on your inspection if a non-home based Business?**

Name: _____

Title: _____

Phone: _____

YES NO
16) ☐ ☐ Was there anything discovered during the physical inspection that indicated additional diligence should be performed? **If yes, please explain:**

Comments:

I have visited and inspected the premises described. All information provided above is true and correct to the best of my knowledge.

Person completing this document:

Signature: _____

Name: _____
(Please print)

Address: _____

Date/Time of Inspection _____