



OCEAN PARTNERS HOSPITALITY, LLLP



## Notice of Pre-Adverse Action

Date \_\_\_\_\_

Dear \_\_\_\_\_

This letter is being given to you in compliance with the Fair Credit Reporting Act, 15 U.S.C. Section 1681b(b)(3) to inform you that you may be denied a position with our organization based on information received from the reporting agency listed below during a pre-employment background screening:

IntelliCorp Records, Inc.  
3000 Auburn Drive, Ste 410  
Beachwood, Ohio 44122  
Phone: 866-202-1436  
Fax: 216-450-5279  
Email: [reinvestigation@intelicorp.net](mailto:reinvestigation@intelicorp.net)

Please find attached a copy of the Federal Trade Commission's publication, "A Summary of Your Rights Under the Fair Credit Reporting Act."

Should you wish to explain any items that appear on the report, please contact the undersigned immediately. Should you contest any information that appears in the report, you must contact the reporting agency directly pursuant to the information in the Federal Trade Commission's publication.

Thank you,

Caroline Raleigh  
Human Resources  
321-784-2550 x 100

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Printed Name

Signature

Date

Form written Jan. 19, 2012