# TENANT SCREENING TIPS

1. Always use a preprinted rental application whether it is our generic form or a special company printed form.

2. Full Name: Should include first, middle and last names and any generation, such as Jr, Sr, etc. Include all nicknames and aliases previously used. Do this for all persons to occupy the property. Check to make sure that the drivers license, pay-stub, social security information match up.

3. Date of Birth: Obtain a birth date for each person and likewise verify the with IDCheck or Credit Report.

4. Driver license Number and State: Know what a valid license looks like and examine the driver license for genuineness. Be sure to check the full name, the address, the date of birth, the driver license number, the signature and most of all, the picture. Compare all these items with the data on the rental application form and with the physicality of the applicant. Also IDCheck will verify the applicants drivers license number and state of issuance.

5. Employment History:  Get the business's name, supervisor's name, phone number and business address. Ask for copies of applicants pay stubs. Confirm and cross-reference all information with original application. If the prospective tenant is self-employed, ask for copies of tax returns. IDCheck may provide the name & date of Employement.

6.Reference Verification:Have at least three references of persons who know the applicant for a minimum of three years. Make sure the references are checked and confirmed. Although most references will not say something bad about applicant, references can be used as good sources for skip tracing should it be needed later.

7. Landlord History & Movement Patterns: Get the names, addresses and telephone numbers of last three Landlords. It is important to check present and prior landlords, however our professional screeners our careful as present landlord may not provide negative information in order to get rid of problem applicant. IDCheck also reports all addresses on file for applicant for the last 10 years.

TIPS:

1. Run an IDCheck to verify the social security number, addresses, dob, drivers license & others.

2. Verify Drivers License: Check the driver license carefully. Does it appear to be a proper document or does it look suspicious? Check the picture. Is it of the applicant? Check the signature. Is it the same as on the signature line of the application? Check the Drivers License number, name, address and birth date. Are they the same as given in the application?

3. Verify that the SS# on the card is the same as given on the application. Compare the place of origin with where the applicant says he/she is from. SS numbers are issued by locality. Get a free listing from the SS Administration.

4. Have a standard checklist of questions to ask previous landlords and/or references. The most important of the questions, "would you rent to this person again?"

5. Cross-Reference all Information to the Applicant Information: All the information the prospective tenant provides should be original forms. Do not accept a copy. Make copies of the documents provided and then verify all the information.

6. Check all the documents. Are the names the same and are they spelled the same? Are the birth dates thesame? Are the addresses different without a listing of them on the application? Don't forget the socialsecurity number. Does the SSN match the payroll stubs and the information the applicant listed on the application?

7. Run a Criminal Report: Some tenant screening companies do limited criminal history checks as well as out-of-state checks. It is recommended the applicant sign a release form if you plan to conduct a criminal history check. You can also check with the courts to ascertain if a prospective tenant has had any eviction judgments.

TURNING DOWN APPLICANTS

In order to determine who is to be turned down, you must first know what criteria will qualify a prospective tenant as acceptable. To do this, a written list should first be made out which states all things by which you will judge applicants. For example, how much income is needed to qualify? How many people will you rent to considering the size of the rental unit? How much time on the job or at a residence is required to show stability, etc?

If you have screened all applicants by the same fair rental guidelines, you may reject an applicant who does not meet those guidelines. Whether you turn down an applicant based on consumer reports or on information not contained in a consumer report, you must do so in writing. An adverse action notice must comply with federal and local legal requirements. There are different requirements for rejections which are based on consumer reports and those which are not.

It is a good idea to post your rental guidelines, disclosure information and regulations for turning down an applicant. This prevents problems that may occur from rejected applicants.