

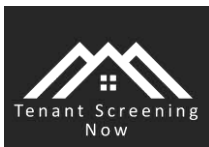


TENANT APPLICATION INSTRUCTIONS

- ❖ Ensure Your Credit is NOT frozen, to unfreeze, please call 1-888-909-8872
- ❖ Fill Out Application(s)
- ❖ How to Fill Out: (YOU MUST DOWNLOAD IN ORDER TO FILL OUT FORMS)
 - Option 1: **From Your Phone/Tablet** – Download Forms > Fill > Sign > Save > Email
 - Smartphone Users: Download Free Adobe App > Fill > Sign > Save > Send
 - Option 2: **From Your Computer** - Download Forms > Fill > Sign > Print > Scan > Email
 - In order to fill-in forms electronically, you must have Adobe Reader on your computer
 - No Scanner? Take a picture on your phone > Download free iScanner App > Upload Photo > Save > Email
- ❖ Be sure to select the correct report(s). Your landlord / manager / real estate agent should have provided you with what report to choose - *typically Comprehensive Individual or Married reports are chosen.*
- ❖ Ensure complete application – This includes signing your application!
- ❖ Submit the Following Forms:
 - Application(s)
 - Credit Card Authorization Form
 - Copy of Driver's License
 - Copy of Pay Stub
- ❖ Send All Forms To: tenantscreeningnow@gmail.com or fax to 1-888-365-1988
- ❖ Ensure you are sending these 4 documents. They need to be complete!

TENANT SCREENING NOW PROCESSING INFORMATION

- ❖ Application processing within 2 hours
- ❖ Services include:
 - Review of the credit worthiness
 - Public record searches such as criminal and eviction data
 - Income to rent ratio
- ❖ You will receive:
 - Communication from your landlord / manager / realtor on their decision



TENANT APPLICATION

LANDLORD / PROPERTY MGR NAME:	DATE:
LANDLORD / PROPERTY MGR PHONE:	RENTAL AMOUNT: \$
RENTAL PROPERTY ADDRESS:	

SELECT REPORT (per your landlord / realtor):

- \$43 - COMPREHENSIVE TENANT SUMMARY REPORT – INDIVIDUAL** (includes criminal & civil)
- \$55 - COMPREHENSIVE TENANT SUMMARY REPORT – MARRIED COUPLE** (includes criminal & civil)
- \$40 - NATIONWIDE CRIMINAL REPORT** (check only if requested by landlord)
- \$30 - STATE OF _____ CRIMINAL REPORT** (check only if requested by landlord)
- \$20 - STATE OF FLORIDA CRIMINAL REPORT** (check only if requested by landlord)
- \$50 - CANADIAN CRIMINAL REPORT** (check only if requested by landlord)

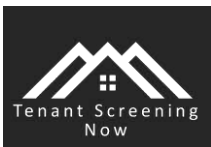
I/We hereby allow TENANT CHECK and/or TENANT SCREENING NOW and/or the property owner/manager to inquire into my/our credit file, criminal, rental and employment history. I/We understand that on my/our credit file it will appear that TENANT CHECK and/or TENANT SCREENING NOW has made an inquiry. I/We cannot claim any invasion of privacy against them now or in the future. By signing my/our full name/names in the signature fields, qualifies as my/ our legally binding signatures per the UETA, The Uniform Electronic Transaction Act (UETA), allows consent to digitally sign electronic forms.

If an incorrect SSN# is submitted, applicant will be subject to a second application.

IF YOUR CREDIT FILE IS FROZEN, CALL 1-888-909-8872 TO UNFREEZE.

<u>APPLICANT</u>	
Single	Married to Co-Applicant
SSN#:	
FIRST NAME:	
MIDDLE NAME:	
LAST NAME:	
DOB:	
CURRENT ADDRESS:	
CITY:	
ST:	ZIP:
PHONE #:	
EMPLOYER:	
EMPLOYER PH #:	
HOW LONG HAVE YOU WORKED THERE?:	
GROSS MONTHLY INCOME: \$ (BEFORE TAX)	
MONTHLY DEBT: \$ (LOANS/CAR/CCDEBT)	
EVICTIONS ON YOUR CREDIT REPORT? Y Or N	
COLLECTIONS ON YOUR CREDIT REPORT? Y Or N	
ANY LATE PAYMENTS ON YOUR CREDIT REPORT? Y Or N	
EVER FILE FOR BANKRUPTCY? Y Or N YEAR?	
DL STATE:	DL #:
APPLICANT SIGNATURE:	

<u>CO-APPLICANT</u>		
Spouse	Roommate	Co-Signer
SSN#:		
FIRST NAME:		
MIDDLE NAME:		
LAST NAME:		
DOB:		
CURRENT ADDRESS:		
CITY:		
ST:	ZIP:	
PHONE #:		
EMPLOYER:		
EMPLOYER PH #:		
HOW LONG HAVE YOU WORKED THERE?:		
GROSS MONTHLY INCOME: \$ (BEFORE TAX)		
MONTHLY DEBT: \$ (LOANS/CAR/CCDEBT)		
EVICTIONS ON YOUR CREDIT REPORT? Y Or N		
COLLECTIONS ON YOUR CREDIT REPORT? Y Or N		
ANY LATE PAYMENTS ON YOUR CREDIT REPORT? Y Or N		
EVER FILE FOR BANKRUPTCY? Y Or N YEAR?		
DL STATE:	DL #:	
APPLICANT SIGNATURE:		



TENANT CREDIT CARD FORM

APPLICANT NAME: _____

CO-APPLICANT NAME: _____

LANDLORD / REALTOR / PROPERTY MANAGER NAME: _____

SUBTOTAL: \$ _____ (PRICING IS ON APPLICATION)

APPLICANT SET-UP FEE (Per Transaction): + \$5.00

TOTAL CHARGE AMOUNT: \$ _____

Example: a – Individual Application \$43+5 = \$48

b – Married Application \$55 + 5 = \$60

CREDIT CARD INFORMATION:

CARDHOLDER'S FIRST NAME: _____

CARDHOLDER'S LAST NAME: _____

SELECT CARD TYPE: VISA MC AMEX DISC

CARD NUMBER: _____

EXPIRATION DATE: _____ CID CODE: _____
(3 digit code on back or 4 digit code on front for AMEX)

BILLING ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

CARD HOLDER'S SIGNATURE: _____

I authorize Tenant Screening Now to charge my credit card, for the tenant screening service. I understand this charge is non-refundable and payment does not guarantee tenancy. By signing my/our full name/names in the signature fields, qualifies as my/ our legally binding signatures per the UETA, The Uniform Electronic Transaction Act (UETA), allows consent to digitally sign electronic forms.