



LANDLORD INSTRUCTIONS

- ❖ Charge the prospective tenants a non-refundable application fee.
- ❖ It is strongly recommended to screen all prospective tenants starting at age 18yrs.
- ❖ Send prospective tenant to www.tenanscreeningnow.com or the PDF application and credit card forms.
- ❖ Physically verify all information provided including pay stub and rental history.
- ❖ Keep a copy of tenant's picture ID on file. Retain all applications for 5 years.
- ❖ Ensure application is legible, complete and it's signed.
- ❖ Submit via email to tenantscreeningnow@gmail.com with Cover Sheet.
- ❖ Adverse Action Notice MUST be issued with the following:
 - Denial of tenancy
 - Increasing the security deposit
 - Requesting additional advance rent amount or any changes of rent schedule

TENANT PDF APPLICATION INSTRUCTIONS

- ❖ Ensure Your Credit is NOT frozen, to unfreeze, please call 1-888-909-8872
- ❖ Fill Out Application (download PDF, fill and sign [IOS](#) or [Android](#) Adobe)
- ❖ How to Fill Out: (YOU MUST DOWNLOAD FIRST, IN ORDER TO FILL OUT FORMS)
 - Option 1: **From Your Phone/Tablet** – Download Forms > Fill > Sign > Save > Submit
 - Smartphone Users: Download PDF App > Fill > Sign > Save > Submit
 - Option 2: **From Your Computer** - Download Forms > Fill > Sign > Print > Scan > Submit
 - In order to fill-in forms electronically, you must have Adobe Reader downloaded
 - No Scanner? Take a picture on your phone > Download free iScanner App > Upload Photo > Save > Submit
- ❖ Be sure to select the correct report(s). Your Landlord / Property Mgr / Realtor should have provided you with what report to choose – *typically Comprehensive Individual or Married.*
- ❖ Ensure complete application – This includes signing your application!
- ❖ Submit the Following Forms:
 - Application
 - Credit Card Authorization Form
 - Copy of Valid ID
 - 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 credit worthiness
 - Public record searches such as criminal and eviction data
 - Income to rent ratio
- ❖ You will receive:
 - A written summary of data with any found criminal and/or eviction reports
 - Invoice for your records



AGREEMENT FOR TENANT SCREENING

THIS AGREEMENT IS BETWEEN **TENANT SCREENING NOW AND** _____
ON THIS DATE _____.

THIS AGREEMENT ALLOWS TENANT SCREENING NOW TO GIVE PROFESSIONAL OPINIONS ON WHETHER A PROSPECTIVE TENANT QUALIFIES TO LEASE THE OWNER'S PROPERTY. THE OPINIONS ARE BASED ON THE INFORMATION ACQUIRED AND RESULTS REPORTED OF CREDIT AND BACKGROUND CHECK REPORTS.

THE LANDLORD/ PROPERTY MANAGER / REALTOR SHOULD VERIFY ALL INFORMATION ON THE APPLICATION – INCLUDING BUT NOT LIMITED TO DRIVER'S LICENSE NUMBER, EMPLOYMENT HISTORY, INCOME, AND RENTAL HISTORY REFERENCES.

TENANT SCREENING NOW SHALL NOT BE HELD LIABLE FOR ANY INSUFFICIENT FUNDS ON BEHALF OF ANY PERSON, OR NOT HELD LIABLE FOR THE COST OF PURSUING COLLECTIONS FOR SAID INSUFFICIENT FUNDS.

- OWNER**
 PROPERTY MANAGER
 LICENSED REAL ESTATE AGENT (ATTACH COPY OF LICENSE)

NAME: _____ **EMAIL:** _____

MAILING ADDRESS: _____

HOME PHONE: _____ **WORK PHONE:** _____

CELL PHONE: _____

RENTAL PROPERTY ADDRESS: _____

COUNTY: _____ **RENTAL RATE: \$** _____

OWNER / AGENT SIGNATURE: _____



TENANT APPLICATION

DATE: _____

LANDLORD / PROPERTY MGR NAME: _____	EMAIL: _____
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), it 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>	
<input type="radio"/> Single <input type="radio"/> Married to Co-Applicant <input type="radio"/> Married	
SSN#:	DOB:
FIRST NAME:	
MIDDLE NAME:	
LAST NAME:	
CURRENT ADDRESS:	
CITY:	
STATE:	ZIP: PHONE:
CURRENT LANDLORD:	
CURRENT LANDLORD PH:	CURRENT RENT \$:
EMPLOYER	CONTACT:
# OF YEARS?	EMPLOYER PH #:
GROSS MONTHLY INCOME: \$ (BEFORE TAX)	
MONTHLY DEBT: \$ (LOANS/CAR/CCDEBT)	
EVICTIONS? Y Or N	COLLECTIONS? Y Or N
LATE PAYMENTS ON CREDIT REPORT? Y Or N	
BANKRUPTCY IN THE LAST 5yrs? Y Or N	
DL STATE:	DL #:
APPLICANT SIGNATURE: _____	

<u>CO-APPLICANT</u>	
<input type="radio"/> Spouse <input type="radio"/> Roommate <input type="radio"/> Co-Signer	
SSN#:	DOB:
FIRST NAME:	
MIDDLE NAME:	
LAST NAME:	
CURRENT ADDRESS:	
CITY:	
STATE:	ZIP: PHONE:
CURRENT LANDLORD:	
CURRENT LANDLORD PH:	CURRENT RENT \$:
EMPLOYER	CONTACT:
# OF YEARS?	EMPLOYER PH #:
GROSS MONTHLY INCOME: \$ (BEFORE TAX)	
MONTHLY DEBT: \$ (LOANS/CAR/CCDEBT)	
EVICTIONS? Y Or N	COLLECTIONS? Y Or N
LATE PAYMENTS ON YOUR CREDIT REPORT? Y Or N	
BANKRUPTCY IN THE LAST 5yrs? Y Or N	
DL STATE:	DL #:
APPLICANT SIGNATURE: _____	



TENANT CREDIT CARD FORM

APPLICANT NAME: _____

CO-APPLICANT NAME: _____

LANDLORD / REALTOR / PROPERTY MGR NAME: _____

SUBTOTAL: \$ _____ (PRICING IS ON APPLICATION)

SERVICE FEE (Per Transaction): + \$7.00

TOTAL CHARGE AMOUNT: \$ _____

Example: a – Individual Application \$43 + \$7 = \$50

b – Married Application \$55 + \$7 = \$62

c – Two Individuals Application \$86 + \$7 = \$93

CREDIT CARD INFORMATION:

CARDHOLDER'S FIRST NAME: _____

CARDHOLDER'S LAST NAME: _____

SELECT CARD TYPE: VISA MC AMEX DISC

CARD NUMBER: _____

EXPIRATION DATE: _____ CCV 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), it allows consent to digitally sign electronic forms.