



RENTCafé CRM – ScreeningWorks PRO Residential User Manual

Table of Contents

Overview of the RENTCafé CRM Residential User Manual.....	3
Screening a New Applicant	4
Tips for the RENTCafé CRM Screening Page.....	18
Editing an Existing Applicant File	19
Requesting a Credit Re-evaluation	23
Adding a Co-applicant to an Existing Guest Card	28
Adding a Guarantor to an Existing Guest Card	35
Adding a Roommate to an Existing Resident.....	42
Reviewing the Applicant File.....	50
Sample Additional Information Results	54
Overview Tab	56
Credit Tab.....	57
Sample Credit Report.....	63
Criminal Tab	64
Sample Premium National Criminal Records.....	66
Civil Court Tab.....	67
Sample Premium National Civil Court Records.....	69
OFAC/SDN Tab	70
Sample OFAC Records.....	71
Rental Tab	72
Sample RentBureau Record	74
The Work Number Tab.....	75
Sample The Work Number Report.....	78
Overview of the Applicant File Links.....	79
Navigation Links within the Property Page.....	80
Instructions on Generating an Adverse Action Letter	81
Instructions on E-mailing an Adverse Action Letter	82
Sample Adverse Action Letter	83

Overview of the RENTCafé CRM Residential User Manual

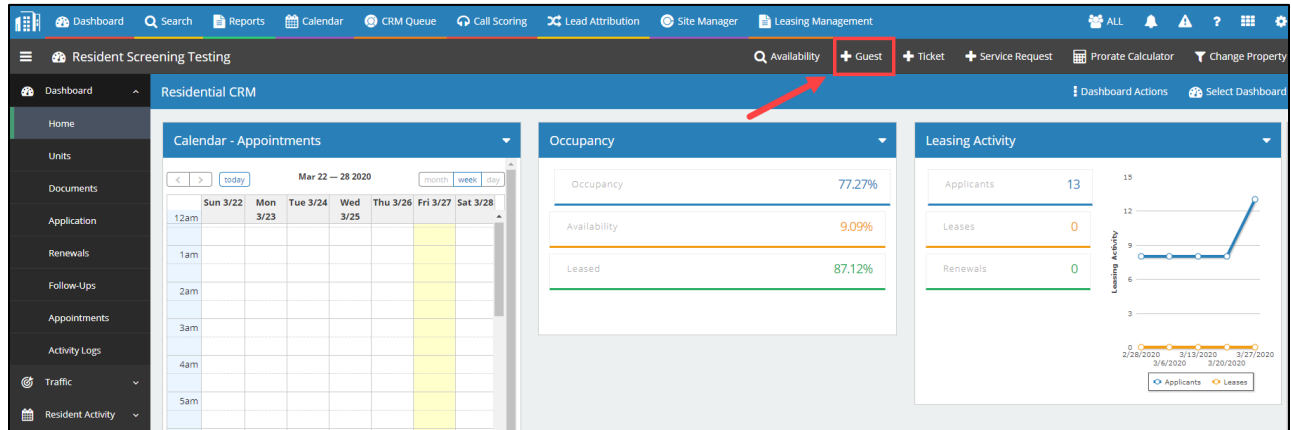
The integration between RENTCafé CRM and the ScreeningWorks PRO system allows the user to submit a screening request directly from the applicant's guest card. Once the screening results are completed the result is pulled back into the RENTCafé CRM screening page. This manual will teach you how to:

- Process a New Applicant Screening
- Update a Pending Applicant File
- Edit an Existing Applicant File
- Request a Credit Re-evaluation
- Process an Applicant with No SSN
- Add a Co-applicant to an Existing Guest Card
- Add a Guarantor to an Existing Guest Card
- Add a Roommate to an Existing Resident
- Review ScreeningWorks PRO Applicant File
- Generate an Adverse Action Letter

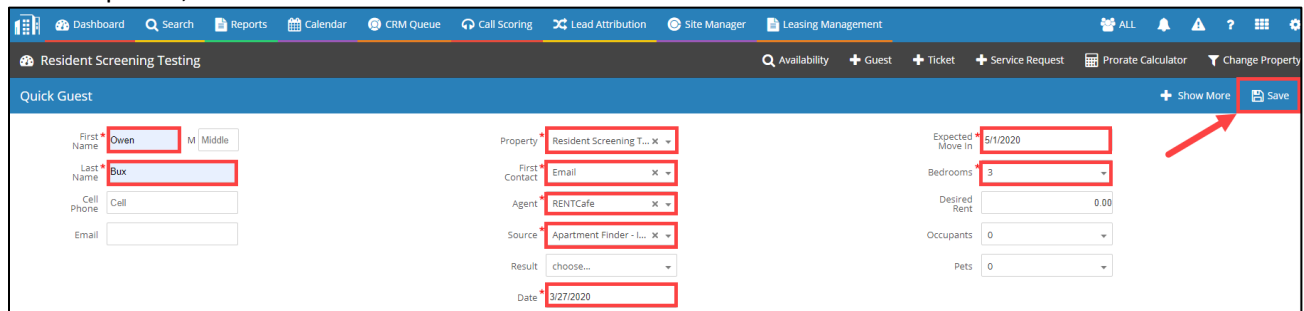
The screenshot displays the RENTCafé CRM interface for a prospect profile. The top navigation bar includes Dashboard, Search, Reports, Calendar, CRM Queue, RentCafé, and Site Manager. The main header shows 'Guest' and various action buttons like Quote Sheet, Cancel Guest, Screening, Assign to Agent, and Send to Community. The profile is for 'Owen Bux (Prospect)' with ID 87, located at 'Cityview Towers'. A summary table lists details such as Code (p0006840), Unit, Source (Apartments.com), Email, Unit Type, First Contact (10/27/2015), Phone, Expected Move In (11/1/2015), and Agent Name (Leasing Pad). Below this is a 'Profile' form with tabs for Profile, Attachments, Custom Workflow, and Housing Cafe Registration Code. The form fields include First Name (Owen), Last Name (Bux), Address (8410 S. Exchange St.), City (Fantasy Island), State (IL), Zip Code (60750), Source (Apartments.com), Referral, Office Phone, Home Phone, Cell Phone, Fax #, DOB (1/2/1977), DL#, DL State (state), and Email.

Screening a New Applicant

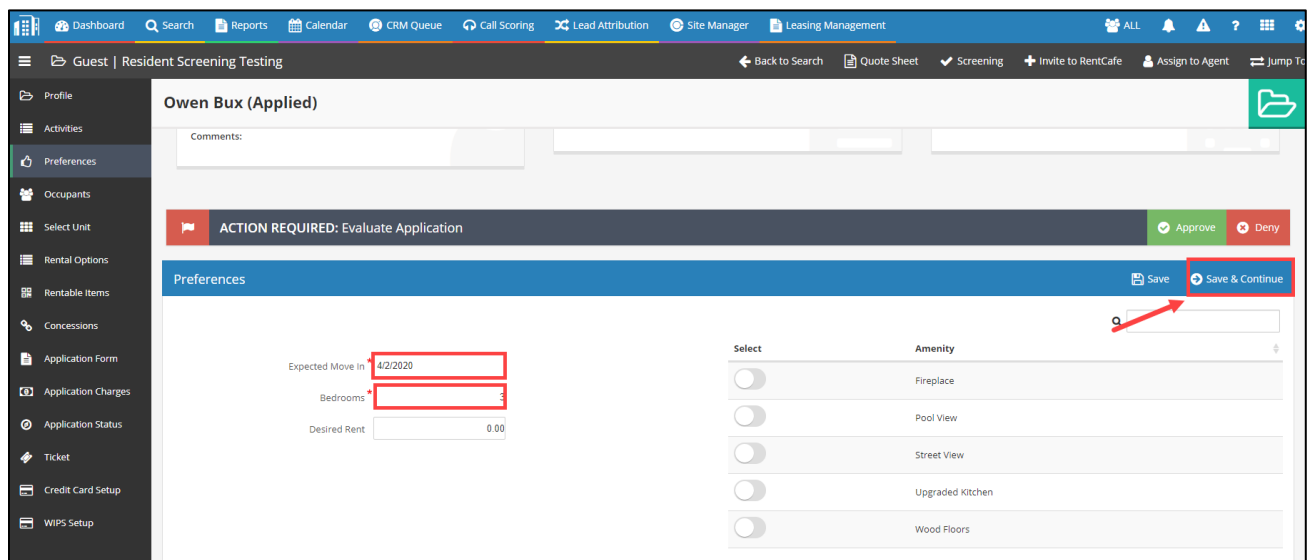
1. To start, make sure you are signed in to the correct property and click the **Add Guest**.



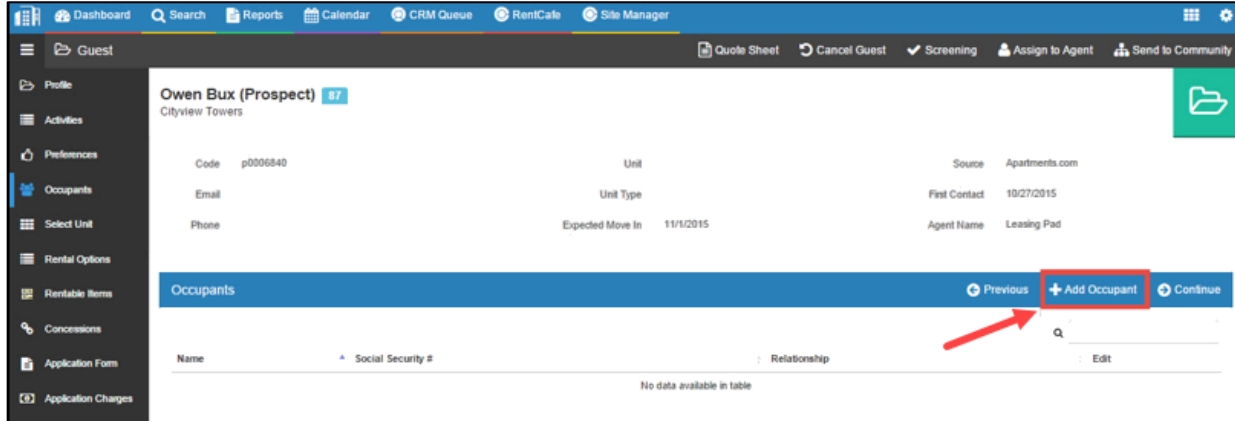
2. Within the *Guest Card* leasing step, fill in the applicant's legal name, current address, and date of birth along with the first contact, agent, and source information. Once the required fields have been completed, click **Save**.



3. Within the *Preferences* leasing step, enter the expected move-in date and the number of bedrooms the applicant is interested in. Once you have completed all of the required fields, click **Save & Continue**.

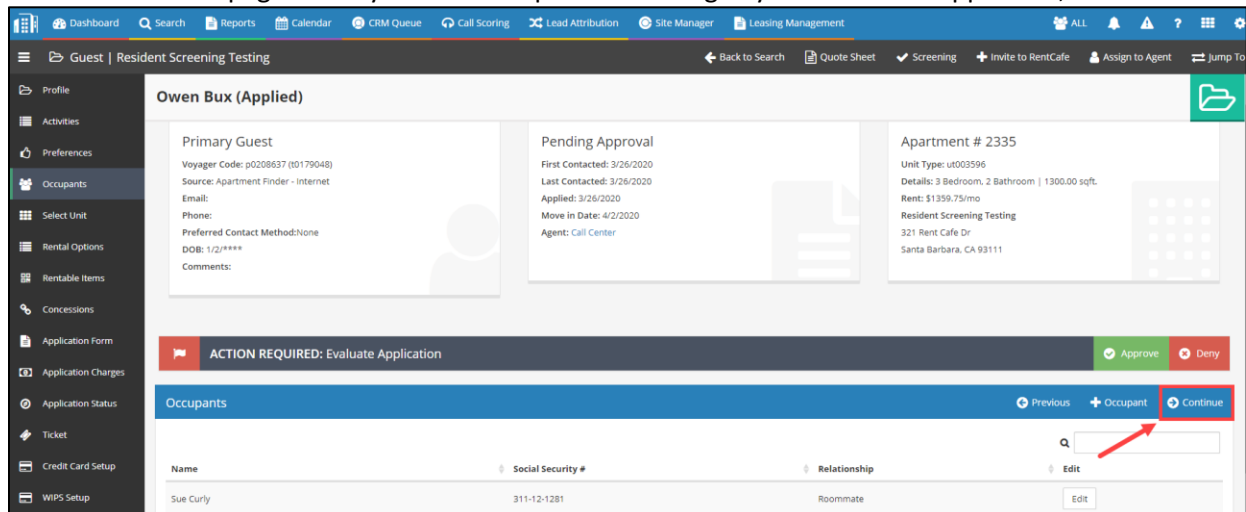


4. Within the *Occupants* leasing step, add any additional co-applicant information by clicking **Add New Occupant**. If you only have one applicant, click **Continue** and move to step 5.

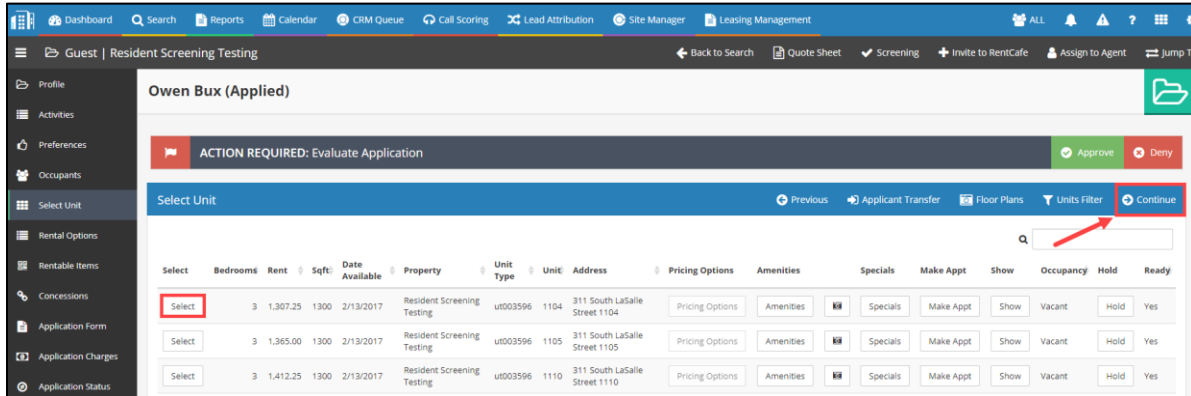


5. Within the *Occupant* pop-up window, enter in the co-applicant's legal name, current address, relationship type, date of birth, and social security number. Once you have completed all of the required fields, click **Save**.

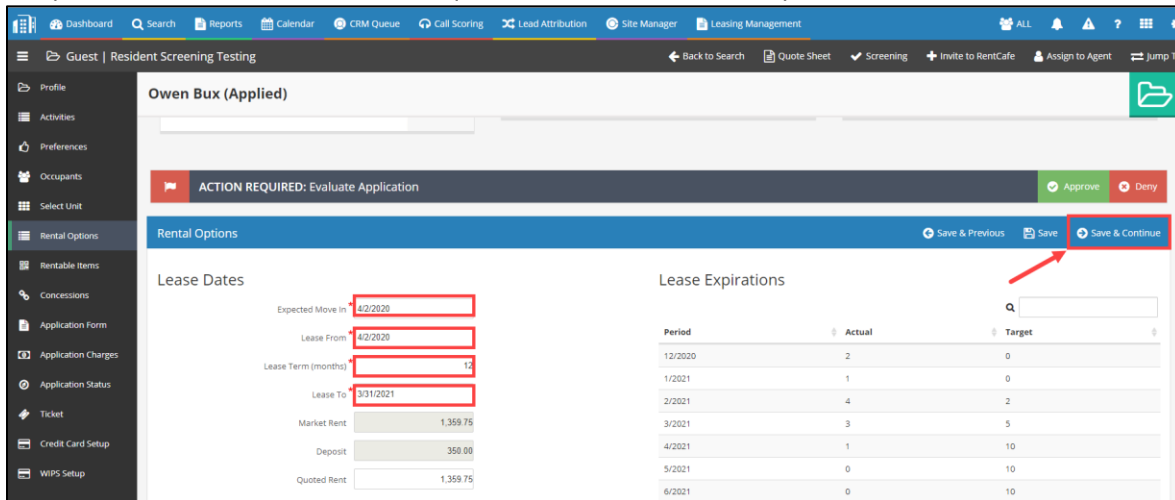
6. Back on the *Occupants* leasing step, the new co-applicant's information will be displayed at the bottom of the page. Once you have completed entering any additional co-applicants, click **Continue**.



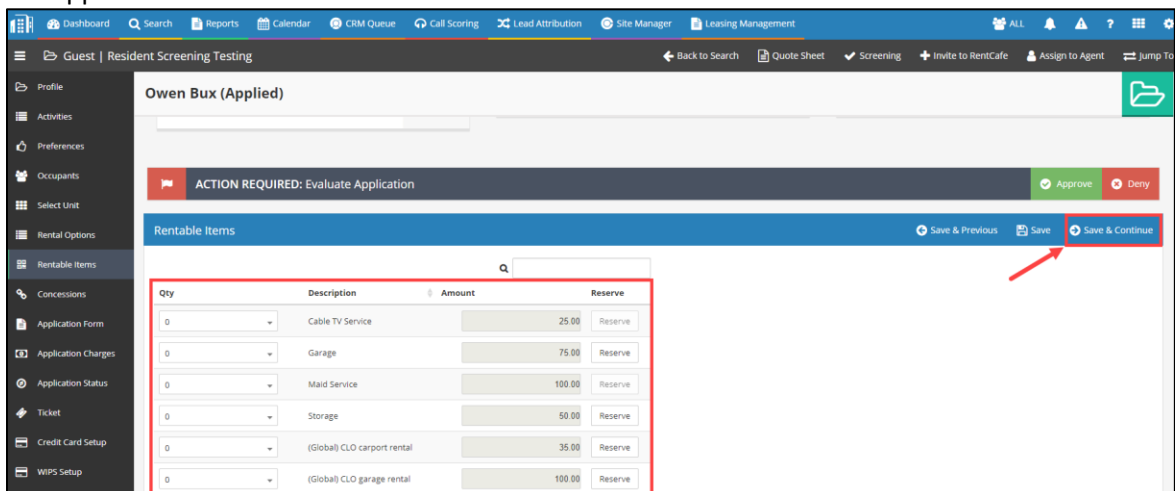
7. Within the *Select Unit* leasing step, assign a unit to the applicant's guest card by clicking the **Select** button. Once the chosen unit is assigned to the applicant's guest card, click **Continue**.



8. Within the *Rental Options* leasing step, complete the expected move-in, lease from date, and lease term fields. The *Lease To* field will auto-populate using the information you have provided in the previous fields. Once all of the required fields have been completed, click **Save & Continue**.



9. Within the *Rentable Items* leasing step, select any additional rental options that may apply to your applicant and click **Save & Continue**.



10. Within the *Concessions* leasing step, choose any concessions or promotions that might apply to your applicant and click **Save & Continue**.

The screenshot shows the 'Owen Bux (Applied)' profile in the 'Resident Screening Testing' step. The 'Concessions' section is active, displaying a table with one entry: 'Move In Special' for \$50.00. The 'Save & Continue' button is highlighted with a red box, and a red arrow points to it.

Select	Description	Amount	Starting Month	Duration
<input type="checkbox"/>	Move In Special	50.00		1

11. Within the *Application Form* leasing step, enter the main applicant's social security number under the *Personal Information* section.

The screenshot shows the 'Owen Bux (Prospect)' profile in the 'Application Form' step. The 'Personal Information' section is visible, with the 'Social Security Number' field highlighted in red. The value '226-38-5910' is entered in this field.

Code	p0006840	Unit	2235	Source	Apartments.com
Email		Unit Type	ca011b1b	First Contact	10/27/2015
Phone		Expected Move In	11/1/2015	Agent Name	Leasing Pad

Application Form | Previous | Save | Print | Applicants | Continue

- Personal Information

Name	Owen Bux	Birthdate	1/2/1977
Home	Home	Driver's License	Drivers License
Cell	Cell	State	IL
Office	Office	Social Security Number	226-38-5910
Fax	Fax	Mother's Maiden Name	Maiden Name

- Continue to expand the remaining sections and enter in the applicant's employment start date, gross monthly income, additional income (if any), and their current address start date. Make sure to complete any other additional information that your management company requires before clicking **Save**.

***NOTE:** The **Screening Information** section does not affect the screening results and are defaulted to “Yes.”

- Back on the *Application Form* leasing step, click on the **Applicants** link for any additional co-applicants, and repeat step 12. Once you have finished adding in the information for each applicant listed on the guest card, click **Continue**.

14. On the *Application Charges* leasing step, confirm that the correct charges have been selected, and click **Post & Continue** to apply them.

The screenshot shows the 'Application Charges' step for a prospect named Owen Bux. The interface includes a top navigation bar with options like Dashboard, Search, Reports, Calendar, CRM Queue, RentCafe, and Site Manager. A secondary bar contains Quote Sheet, Cancel Guest, Screening, Assign to Agent, and Send to Community. The main content area displays guest information: Owen Bux (Prospect) 87, Cityview Towers. Below this, there are fields for Code (p0006840), Unit (2235), Source (Apartments.com), Email, Unit Type (ca011b1b), First Contact (10/27/2015), Phone, Expected Move In (11/1/2015), and Agent Name (Leasing Pad). The 'Application Charges' section has a 'Previous' button and a 'Post & Continue' button, the latter of which is highlighted with a red box and a red arrow. Below the buttons, there are input fields for Expected Move In (11/1/2015), Charge Date (10/27/2015), Agent (Leasing Pad), Tax (0.00), and Total (125.00). A table lists the charges:

Select	Charge Description	Amount
<input checked="" type="checkbox"/>	Application Fee	25.00
<input type="checkbox"/>	Additional Application Fee	0.00
<input checked="" type="checkbox"/>	Holding Deposit	100.00

15. A pop-up will appear asking if you want to post the application charges, click **OK**. This will change the guest card's status from "Prospect" to "Applied."

The screenshot shows a yellow confirmation dialog box with the text "Do you wish to post application charges?" and a close button (X) in the top right corner. Below the text are two buttons: "OK" and "Cancel".

16. On the *Application Status* leasing step, click the **Screening** button.

The screenshot shows the 'Application Status' step for Owen Bux (Applied) 85, Cityview Towers. The top navigation bar is the same as in the previous screenshot. The secondary bar now includes Quote Sheet, Screening (highlighted with a red box and a red arrow), and Assign to Agent. The main content area displays guest information: Owen Bux (Applied) 85, Cityview Towers. Below this, there are fields for Code (p0006847), Unit (1108), Source (Apartments.com), Email, Unit Type (ca011b1b), First Contact (11/2/2015), Phone, Expected Move In (11/2/2015), and Agent Name (Leasing Pad). The 'Application Status' section has buttons for Previous, Ledger, Assign, Approve, Deny, and Cancel.

17. On the Screening page, a summary of each applicant's information and status (active/inactive) is provided.

Owen Bux (Applied) 43

ACTION REQUIRED: Evaluate Application [Approve] [Deny]

Screening [Save] [View Results] [New Report] [Applicants]

Group Application Information			Processing Information		
Total Income	3000		Result		
Proposed Rent Amount	1,360.00		Reason		
Lease Term (Months)	12		Date Entered	3/25/2020	
Security Deposit	350.00		Report Date		
			Submitted By		
			Report ID		

- Applicants

Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant	226-38-5910	5/1/2020		3/25/2020 4:47:16 PM		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sue Curly	CoApplicant	311-12-1281			3/25/2020 4:47:16 PM		<input type="checkbox"/>	<input checked="" type="checkbox"/>

18. To complete and confirm the required fields for your applicant(s), click the **Applicant's** link and then select the applicant's name.

Owen Bux (Applied)

ACTION REQUIRED: Evaluate Application [Approve] [Deny]

Screening [Save] [View Results] [New Report] [Applicants]

Group Application Information			Processing Information		
Total Income	17000		Result	Conditional	
Proposed Rent Amount	1,360.00		Reason	ACCEPT with Conditions (Qualified Guarantor)	
Lease Term (Months)	12		Date Entered	3/26/2020	
Security Deposit	350.00		Report Date	3/27/2020	
			Submitted By	Jennifer Williams	
			Report ID	38812969_1	

Applicants

- Owen Bux
- Sue Curly
- Fred Dryer
- Diane Canton
- Jonathan Consumer

19. Within the *Personal Information* section, set the photo ID verification and signed consent field to “YES.”

- Personal Information

Photo ID verified and signed consent form obtained *	YES x ▾	Applicant ID	t0007904
Active (Include with Request)	YES ▾	Title	choose... ▾
Applicant Type	Applicant x ▾	First Name *	Owen
Spouse/Partner	choose... ▾	Middle Name	D
Guarantor For	choose... X	Last Name *	Bux
SSN *	226-38-5910	Name Suffix	choose... ▾
SSN N/A	<input type="radio"/>	Maiden Name	
Birthdate *	1/2/1977	Current Rent	0.00
Driver's License		Email Address	
Issuing State	choose... ▾		

***NOTE:** If the applicant does not have a valid US SSN, the SSN field should be blank, and the SSN N/A toggle button should be toggled (to green):

Applicant Type	Applicant x ▾	First Name *	Owen
Spouse/Partner	choose... ▾	Middle Name	D
Guarantor For	choose... X	Last Name *	Bux
SSN		Name Suffix	choose... ▾
SSN N/A	<input checked="" type="radio"/>	Maiden Name	
Birthdate *	1/2/1977	Current Rent	0.00
Driver's License		Email Address	
Issuing State	choose... ▾		

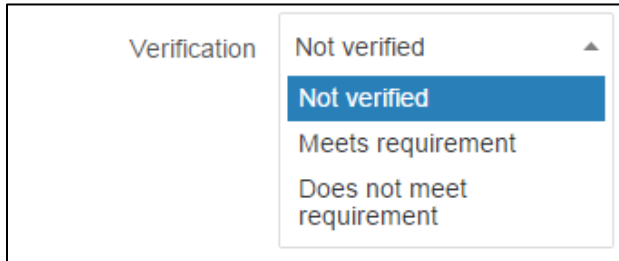
20. On the *Address Info* tab, confirm that the applicant’s current address information has been entered and is correct.

- Address Info

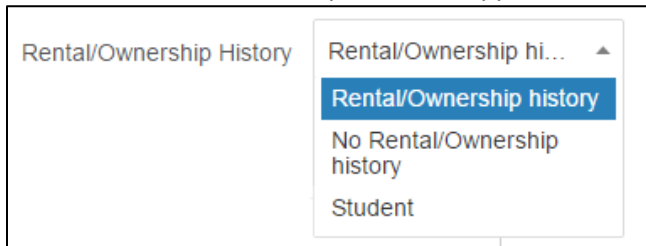
Current

Unparsed Street Address *	8410 S. Exchange St.	Province/State *	IL x ▾
Street Number *	8410	Postal/Zip Code *	60750
Street Name *	S. Exchange	Move In Date *	10/1/2014
Street Type	ST	Move Out Date *	10/27/2015
Apartment		Verification	Not verified ▾
City *	Fantasy Island	Rental/Ownership History	Rental/Ownership hi... ▾

21. The verification drop-down field will be set to “Not verified” by default. You can change this to either “Meets requirement” or “Does not meet requirement” to match the landlord verification findings.
- **Not Verified:** The applicant’s address reference has not yet been checked.
 - **Meets Requirement:** The applicant’s address reference has been checked and meets the property’s guidelines.
 - **Does Not Meet Requirement:** The applicant’s address reference has been checked and does not meet the property’s guidelines. Submitting an applicant with a negative verification will automatically set their result to Reject.



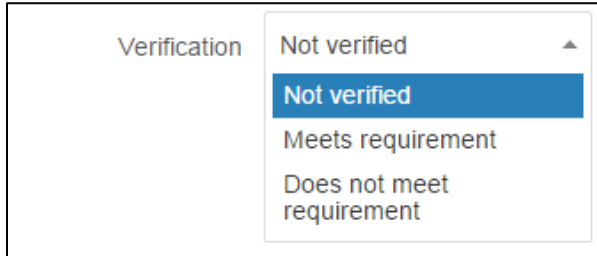
22. The Rental/Ownership History drop-down field will be set to “Rental/Ownership history” by default. You can change this to either “No Rental/Ownership history” or “Student.”
- **Rental/Ownership History:** Use this option if the applicant has previous rental history where they have been a leaseholder, or previous ownership history where their name has been on the deed.
 - **No Rental/Ownership History:** Use this option if the applicant has been a non-lease occupant with family or friends.
 - **Student:** Use this option if the applicant is currently a full-time student.



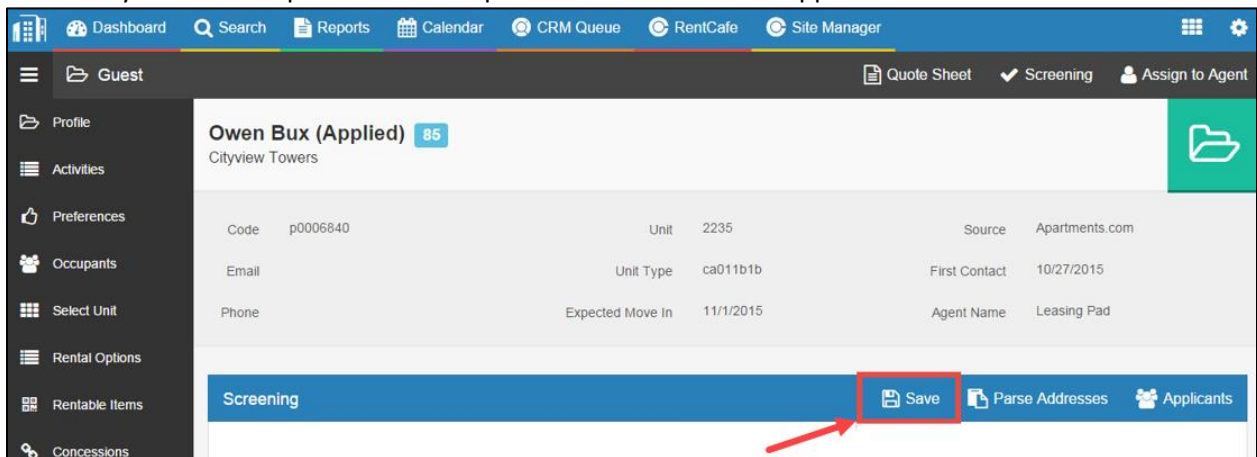
23. On the *Employment Info* tab, make sure that the employment start/end date and employment monthly income have been entered.

24. The verification drop-down field will be set to “Not verified” by default. You can change this to either “Meets requirement” or “Does not meet requirement” to match the employment verification findings.

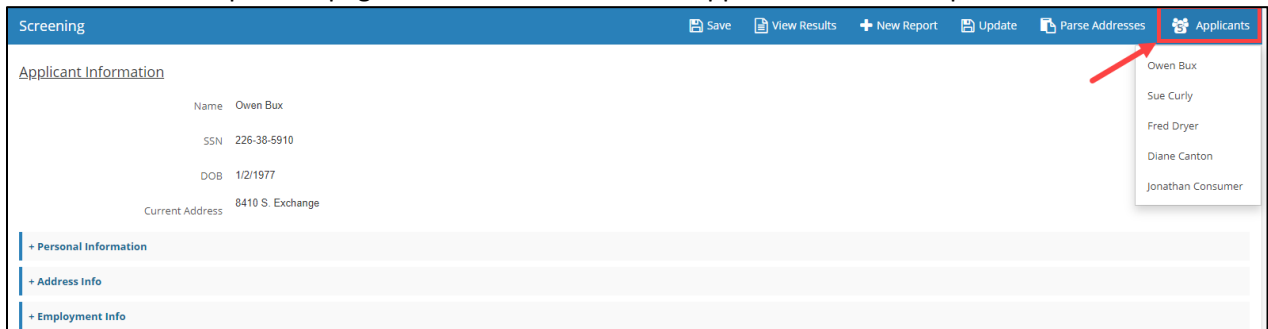
- **Not Verified:** The applicant’s employment reference has not yet been checked.
- **Meets Requirement:** The applicant’s employment reference has been checked and meets the property’s guidelines.
- **Does Not Meet Requirement:** The applicant’s employment reference has been checked and does not meet the property’s guidelines. Submitting an applicant with a negative verification will automatically set their result to Reject.



25. Once you have completed all the required fields for the main applicant click **Save**.



26. If the guest card contains additional co-applicants that are over the age of 18, you will need to complete their information before you can submit the screening request. Click the **Applicants** drop down at the top of the page and select the additional applicant’s name to open their file.



27. Repeat steps 18 through 25 for any additional adult applicants listed on the guest card.

- Personal Information

Photo ID verified and signed consent form obtained * YES <input type="text"/>	Applicant ID r0000565
Active (Include with Request) YES <input type="text"/>	Title choose... <input type="text"/>
Applicant Type CoApplicant <input type="text"/>	First Name * Sue <input type="text"/>
Spouse/Partner choose... <input type="text"/>	Middle Name <input type="text"/>
Guarantor For <input type="text"/> X	Last Name * Curly <input type="text"/>
SSN * 311-12-1281 <input type="text"/>	Name Suffix choose... <input type="text"/>
SSN N/A <input type="checkbox"/>	Maiden Name <input type="text"/>
Birthdate * 2/1/1990 <input type="text"/>	Current Rent <input type="text"/> 0.00
Driver's License <input type="text"/>	Email Address <input type="text"/>
Issuing State choose... <input type="text"/>	

28. With all of the required fields completed and saved you are now ready to submit the screening request.

Dashboard Search Reports Calendar CRM Queue Call Scoring Lead Attribution Site Manager Leasing Management ALL ?

Guest | Resident Screening Testing Back to Search Quote Sheet Screening Invite to RentCafe Assign to Agent Jump

Owen Bux (Applied) 43 1213

ACTION REQUIRED: Evaluate Application Approve Deny

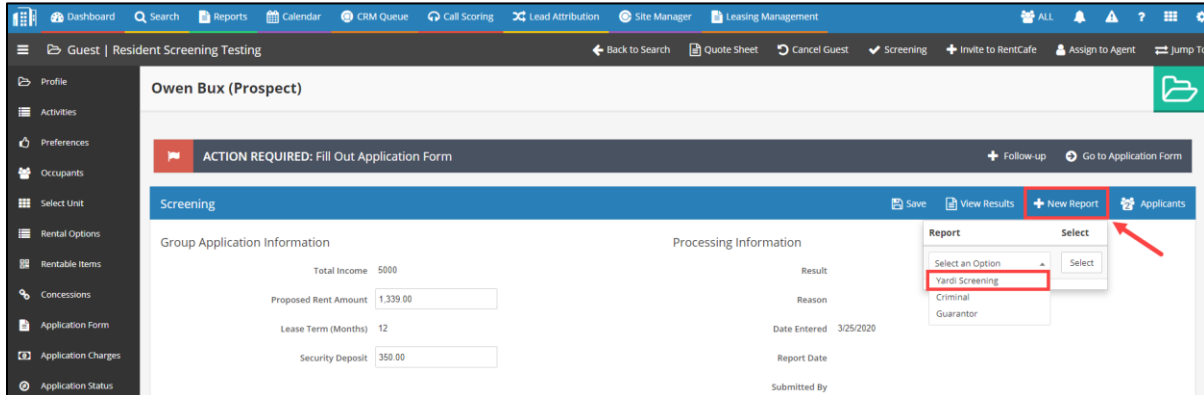
Screening Save View Results New Report Applicants

Group Application Information	Processing Information
Total income 3000	Result
Proposed Rent Amount 1,360.00 <input type="text"/>	Reason
Lease Term (Months) 12	Date Entered 3/25/2020
Security Deposit 350.00 <input type="text"/>	Report Date
	Submitted By
	Report ID

- Applicants

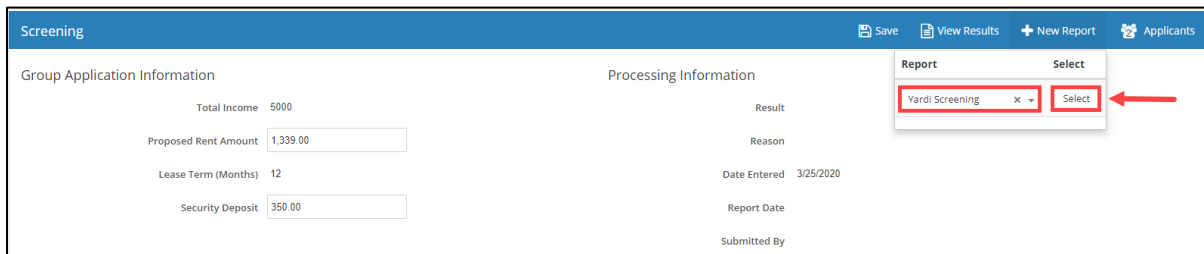
Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant <input type="text"/>	226-38-5910	5/1/2020		3/25/2020 4:47:16 PM		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sue Curly	CoApplicant <input type="text"/>	311-12-1281			3/25/2020 4:47:16 PM		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

29. To submit the screening report, click **+ New Report**. Then, select the report type for your applicant(s) from the drop-down. In this example, we will choose the main report type: “Yardi Screening.”



***NOTE:** You may have multiple screening types available to you with the report drop-down. Please make sure to choose the correct screening for your applicants. Guarantors will not be included in any report request except the “Guarantor” report choice. Non-guarantor applicants will not be submitted if you select the Guarantor report type.

30. Once the report type has been selected, and you are ready to submit the screening request, click the **Select** button.



31. The application landing page will appear displaying the applicant name(s) and result. The result listed at the top of the page is based on the criteria that your management company has setup.

ScreeningWorks
Welcome Collins Place (yasc_sandbox7s) (M2801)

[Enter New Applicant](#)
[Find Applicant](#)
[Help](#)
[Logout](#)

Property Screening Result

APPLICATION RESULT: ACCEPT WITH CONDITIONS (QUALIFIED GUARANTOR)

[Print Application](#) [Refresh](#) [View Guarantors](#)

Active Group Members

APPLICANT	SSN	RESULT	REASON	ITEMS TO REVIEW	CHECKPOINT MESSAGES	OFAC HITS	DATE	LETTER
Sue Curly	X-1281	CONDITIONAL	Insufficient Income to Support Rent	No	No	No	03/25/2020 06:01 PM	N/A
Owen Bux	X-5910	CONDITIONAL	Insufficient Income to Support Rent	No	No	No	03/25/2020 06:01 PM	N/A

Additional Application Info

TOTAL INCOME: \$3000 per month
 PROPOSED RENT: \$1360
 RENT/INCOME: 45%
 SITE CODE: swpro1 ([update site code](#))
 MARKET SOURCE: Apartment Finder - Internet

Processing Information

DATE ENTERED: 03/25/2020 06:01 PM
 LAST MODIFIED: 03/25/2020 06:01 PM
 INPUT BY: jenw
 POLICY: SALES04
 REPORT ID: 38799853

32. The pop-up window will contain the names of the screened applicants, the last 4 of the SSN, the individual applicant results, reasons for the individual results, and whether or not there are any items to review on an applicant file.

Active Group Members

APPLICANT	SSN	RESULT	REASON	ITEMS TO REVIEW	CHECKPOINT MESSAGES	OFAC HITS	DATE	LETTER
Sue Curly	X-1281	CONDITIONAL	Insufficient Income to Support Rent	No	No	No	03/25/2020 06:01 PM	N/A
Owen Bux	X-5910	CONDITIONAL	Insufficient Income to Support Rent	No	No	No	03/25/2020 06:01 PM	N/A

33. You can open an individual's applicant file by clicking on their name.

Active Group Members

APPLICANT	SSN	RESULT	REASON	ITEMS TO REVIEW	CHECKPOINT MESSAGES	OFAC HITS	DATE	LETTER
Sue Curly	X-1281	CONDITIONAL	Insufficient Income to Support Rent	No	No	No	03/25/2020 06:01 PM	N/A
Owen Bux	X-5910	CONDITIONAL	Insufficient Income to Support Rent	No	No	No	03/25/2020 06:01 PM	N/A

34. The selected applicant's file will open, and you will be able to review their results.

Property Screening Result

APPLICATION RESULT: ACCEPT APPLICANT (NORMAL DEPOSIT)

[Print](#) [Generate Letters](#) [Refresh](#)

Individual Result

Accept Applicant (Normal Deposit)

Applicant Information

NAME: Owen Bux
 SSN: xxx-xx-5730
 DOB: 08/08/1949
 CURRENT ADDRESS: 9817 Loop Blvd G BV, CALIFORNIA CITY, CA 93505

Additional Applicant Information

Residence History

This applicant has rented or owned.
 TIME AT CURRENT ADDRESS: 9 years 6 months

Employment/Income

PRIMARY INCOME: \$1080 per month
 PROPOSED RENT: \$800
 RENT/INCOME: 13%
 TIME AT CURRENT JOB: 9 years 6 months

Additional Income:

- Other: \$5000 per month

35. The screening results will automatically be pulled back into the RENTCafé CRM screening page.

Owen Bux (Prospect)

Primary Guest

Voyager Code: p0208372
 Source: Apartment Finder - Internet
 Email:
 Phone:
 Preferred Contact Method:None
 DOB:
 Comments:

Guest Card

First Contacted: 3/24/2020
 Last Contacted: 3/24/2020
 Move in Date: 3/31/2020
 Agent: Call Center

Apartment # Not Selected

Unit Type:
 Details:
 Rent: \$0/mo
 Resident Screening Testing
 321 Rent Cafe Dr
 Santa Barbara, CA 93111

ACTION REQUIRED: Select Unit
+ Follow-up Go to Unit Selection

Screening
 Save View Results New Report Applicants

Group Application Information

Total Income 6000

Proposed Rent Amount

Lease Term (Months) 0

Security Deposit

Yardi Resident Screening Email RS_ApplicationSupport@Yardi.Com

Yardi Resident Screening Phone (800) 736-8476 x1

Processing Information

Result **Conditional**

Reason **Accept with Conditions (Additional Deposit)**

Date Entered 3/17/2020

Report Date 3/17/2020

Submitted By Jennifer Williams

Report ID 38728694_1

- Applicants

Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant <input type="text" value="x"/>	666541374			3/17/2020 9:22:56 AM		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sue Curly	CoApplicant <input type="text" value="x"/>	666166821			3/17/2020 9:22:56 AM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

+ Submitted Reports

Tips for the RENTCafé CRM Screening Page

- A. **Save:** All mandatory fields (which will be marked in blue) must be filled in before you can click **Save**.
- B. **Active (Include with Request):** Every “Active” individual will be included in the screening request conducted by ScreeningWorks PRO. If you don’t want to include an applicant in the request, set the *Active (Include with Request)* field to “No.”
- C. **Applicant’s Name:** Make sure you are using the applicant’s full legal name for the search. Using nicknames or misspelling their information will invalidate the results.
- D. **SSN N/A:** Used for applicants that do not have a US Social Security number, check off the *SSN N/A* box to apply. If your applicant has lived in the US before, enter their last US address. If they have never lived in the US, enter your property’s address.

Owen Bux (Prospect)

Primary Guest

Voyager Code: p0208372
Source: Apartment Finder - Internet
Email:
Phone:
Preferred Contact Method:None
DOB:
Comments:

Guest Card

First Contacted: 3/24/2020
Last Contacted: 3/24/2020
Move in Date: 3/31/2020
Agent: Call Center

Apartment # Not Selected

Unit Type:
Details:
Rent: \$0/mo
Resident Screening Testing
321 Rent Cafe Dr
Santa Barbara, CA 93111

ACTION REQUIRED: Select Unit + Follow-up Go to Unit Selection

Screening A Save View Results + New Report Update Parse Addresses Applicants

Applicant Information

Name Owen Bux
SSN 666-45-2234
DOB 11/14/1974
Current Address 84 S. Exchange St

- Personal Information

Photo ID verified or signed consent form obtained *	YES	Applicant ID	p0208372
Active (Include with Request)	YES B	Title	choose...
Applicant Type	Applicant	First Name *	Owen C
Spouse/Partner	choose...	Middle Name	Rental/Ownership history
Guarantor For	choose... X	Last Name *	Bux
SSN *	666-38-5910	Name Suffix	choose...
SSN N/A	<input checked="" type="checkbox"/> D	Maiden Name	
Birthdate *	11/14/1974	Current Rent	0.00
Driver's License		Email Address	
Issuing State	IL		

Editing an Existing Applicant File

Submitting an Edit Request allows you to update specific information for an applicant, which then updates the existing file. You can use the **Update Results** feature when making changes to the proposed rent amount, income, residency/employment history, and residency/employment verifications.

Owen Bux (Prospect)

ACTION REQUIRED: Select Unit + Follow-up Go to Unit Selection

Screening Save View Results + New Report Applicants

Group Application Information Processing Information

Total Income: 6000
Proposed Rent Amount: 0.00
Lease Term (Months): 0

Result: Conditional
Reason: Accept with Conditions (Additional Deposit)
Date Entered: 3/31/2020
Submitted by: Jennifer Williams
Report ID: 38837197_1

- Applicants

Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant				3/31/2020 12:06:04 PM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sue Curly	CoApplicant	311-12-1281			3/31/2020 12:06:04 PM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Submitted Reports

Report	Applicants	Date Submitted	Report ID	Result	View Results	Update Results
Yardi Screening	Owen Bux,Sue Curly	3/31/2020	38837197_1	Conditional	View Results	Update Results

***NOTE:** Changes to an applicant's name, address, date of birth, and social security number are not eligible for edits after a screening has been performed. If you've made an error on any of these personal identifiers, and you've already triggered the screening, you will need to conduct another full screening with the applicant's correct information to receive valid results.

1. Within the *Group Application Information* section, you can change the applicant's proposed rent amount.

Owen Bux (Applied)

ACTION REQUIRED: Evaluate Application Approve Deny

Screening Save View Results + New Report Applicants

Group Application Information Processing Information

Total Income: 6000
Proposed Rent Amount: 1,376.00
Lease Term (Months): 12
Security Deposit: 350.00

Result: Conditional
Reason: Accept with Conditions (Additional Deposit)
Date Entered: 3/25/2020
Report Date: 3/25/2020
Submitted by: Jennifer Williams
Report ID: 38800752_1

- Applicants

Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant	226-38-5910	4/1/2020		3/25/2020 8:21:26 PM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sue Curly	CoApplicant	311-12-1281			3/25/2020 8:21:26 PM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Submitted Reports

- To update the applicant's income, residency/employment history, and residency/employment verifications, click **Applicants** and then click the applicant's name.

Screening Save View Results + New Report Applicants

Group Application Information

Total Income: 6000
 Proposed Rent Amount: 1,376.00
 Lease Term (Months): 12
 Security Deposit: 350.00

Processing Information

Result: Conditional
 Reason: Accept with Conditions (Additional Deposit)
 Date Entered: 3/25/2020
 Report Date: 3/25/2020
 Submitted By: Jennifer Williams
 Report ID: 38800752_1

- Applicants

Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant	226-38-5910	4/1/2020		3/25/2020 8:21:26 PM		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sue Curly	CoApplicant	311-12-1281			3/25/2020 8:21:26 PM	Accept with Conditions (Additional Deposit)	<input type="checkbox"/>	<input type="checkbox"/>

- Under the *Address Info* tab, you can change the *Move In/Move Out* dates (current/former), *Verification* (current/former), and the *Rental/Ownership History* fields.

- Address Info

Current

Unparsed Street Address: 1967 Football St. Province/State: IL
 Street Number: 1967 Postal/Zip Code: 60750
 Street Name: Football
 Street Type: ST
 Apartment:
 City: Fantasy Island

Move In Date: 10/1/2008
 Move Out Date: 10/27/2015
 Verification: Not verified
 Rental/Ownership History: Rental/Ownership hi...

- Under the *Employment Info* tab, you can change the *Employment Income*, *Other Income*, *Employment Start/End Dates* (current/previous), and the *Verification* fields.

- Employment Info

Employment Status: Employed
 Employer's Name:
 Employment Type:
 Employment Start Date: 3/11/2010
 Employment End Date: 10/27/2015
 Verification: Meets requirement
 Employment Income (Monthly): 1,000.00

Other Income (Monthly): 0.00
 Other Income Type:
 Previous Employer Start:
 Previous Employer End:
 Total Assets: 0.00
 Total Liabilities: 0.00
 Net Worth: 0.00

5. Once you have finished making the changes to the applicant's non-personal information, click **Save**.

6. With the updated information saved, navigate to the *Submitted Reports* section and click **Update Results**.

***NOTE:** If the applicant's personal identifying information has been changed, then a second full screening request may be submitted.

7. A pop-up will appear asking if you want to regenerate the report using the updated information. Click **Update and View Results**.

- The edit request will be submitted to the applicant’s existing file and the updated information will be displayed under the “Additional Applicant Information” section.

APPLICATION RESULT: ACCEPT APPLICANT (NORMAL DEPOSIT)

Print [Generate Letters](#) [Refresh](#)

Individual Result

Applicant Information

NAME: Owen Bux
 SSN: xxx-xx-5427
 DOB: 06/30/1960
 CURRENT ADDRESS: 356 Arabian Cr 01012010 CR, Pensacola, FL 32506

Additional Applicant Information

Residence History
 This applicant has rented or owned.
 TIME AT CURRENT ADDRESS: 4 years 4 months

Employment/Income
 PRIMARY INCOME: \$3000 per month
 PROPOSED RENT: \$900
 RENT/INCOME: 30%
 TIME AT CURRENT JOB: 4 years 4 months

Accept Applicant (Normal Deposit)

- The updated results will be displayed in the RENTCafé CRM Screening page.

Screening

[Save](#) [View Results](#) [New Report](#) [Applicants](#)

Group Application Information

Total Income: 3000

Proposed Rent Amount:

Lease Term (Months): 12

Security Deposit:

Processing Information

Result: Conditional
 Reason: ACCEPT with Conditions (Qualified Guarantor)

Date Entered: 3/25/2020
 Report Date: 3/25/2020
 Submitted By: Jennifer Williams
 Report ID: 38799853_1

Applicants

Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant	226-38-5910	5/1/2020		3/25/2020 6:01:41 PM		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sue Curly	CoApplicant	311-12-1281			3/25/2020 6:01:41 PM	ACCEPT with Conditions (Qualified Guarantor)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

***NOTE:** Processing an edit request does not guarantee a better or different result for the application.

Requesting a Credit Re-evaluation

1. The re-evaluation feature enables ScreeningWorks PRO to manually re-score an applicant's credit result due to new information which may not be reflected on the credit report (for example, a recent payoff of a collection or charge-off).

Submitted By: Jennifer Williams
Report ID: 38800752_1

- Applicants

Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant	226-38-5910	4/1/2020		3/25/2020 8:21:26 PM		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sue Curly	CoApplicant	311-12-1281			3/25/2020 8:21:26 PM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Submitted Reports

Report	Applicants	Date Submitted	Report Id	Result	View Results	Update Results
Re-evaluation for Owen Bux					View Results	Update Results
Yardi Screening	Owen Bux,Sue Curly	3/25/2020	38800752_1	Conditional	View Results	Update Results

2. Before you can submit the re-evaluation request for the applicant, you will need to fill out the *Re-evaluation* tab. If you have screened multiple applicants as part of a group, make sure you have the correct applicant's screening page opened before completing the *Re-evaluation* section.

Dashboard Search Reports Calendar CRM Queue RentCafe Site Manager

Quote Sheet Screening Assign to Agent

Guest

Results for Owen Bux

Code p0006840 Unit 2235 Source Apartments.com

Email Unit Type ca011b1b First Contact 10/27/2015

Phone Expected Move In 11/1/2015 Agent Name Leasing Pad

Screening Save Parse Addresses Applicants

- + Address Info
- + Employment Info
- Re-evaluation

3. Within the *Re-Evaluation Reason* drop-down, choose a reason for the request from the provided list. You can hold down the “Ctrl” key in order to select multiple reasons for the request.

The screenshot shows the 'Reevaluation' form. The 'Reevaluation Reason' dropdown menu is open, displaying a list of reasons. The 'Notes' field is empty.

4. Use the *Notes* section to enter any relevant comments, such as if your re-evaluation request concerns any specific credit items, if the account has been paid in full, and if you have the documentation on file. Once you have finished filling in the re-evaluation information, click the **Save** button to retain the information.

The screenshot shows the 'Reevaluation' form with 'Charge-off(s) Paid' selected in the 'Reevaluation Reason' dropdown and the following text in the 'Notes' field: 'Applicant provided leasing staff with documentation showing Comcast has been satisfied in full. Please re-evaluate.'

5. To submit the re-evaluation request, first click **+ New Report** on the main Screening page. Next, select the re-evaluation report option for the appropriate applicant, and then click **Select**.

The screenshot shows the 'Screening' page. The '+ New Report' button is highlighted. A dropdown menu for 'Report' is open, showing 'Re-evaluation for Owen Bux' selected. Below the dropdown is a table of applicants.

Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant	226-38-5910	4/1/2020		3/25/2020 8:21:26 PM		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sue Curly	CoApplicant	311-12-1281			3/25/2020 8:21:26 PM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6. The application landing page will show the result in a pending status.

Property Screening Result

APPLICATION RESULT: PENDING - REEVALUATION IN PROGRESS

[Print Application](#) [Refresh](#) [View Guarantors](#)

Active Group Members

APPLICANT	SSN	RESULT	REASON	ITEMS TO REVIEW	CHECKPOINT MESSAGES	OFAC HITS	DATE	LETTER
Owen Bux	X-5730	PENDING	--	Yes	No	No	07/01/2019 10:55 AM	N/A

7. The applicant's file will be defaulted to a pending status until the re-evaluation request is completed. The turnaround time for a re-evaluation is one business day.

Property Screening Result

APPLICATION RESULT: PENDING - REEVALUATION IN PROGRESS

[Print](#) [Generate Letters](#) [Refresh](#)

Individual Result
Pending

Additional Information
Items to Review
• Reevaluation in Progress

Applicant Information
NAME: Owen Bux
SSN: xxx-xx-5730
DOB: 08/08/1949
CURRENT ADDRESS: 9817 Loop Blvd G BV, CALIFORNIA CITY, CA 93505

Additional Applicant Information
[Edit](#)

Residence History
This applicant has rented or owned.
TIME AT CURRENT ADDRESS: 9 years 6 months

Employment/Income
PRIMARY INCOME: \$1080 per month
PROPOSED RENT: \$800
RENT/INCOME: 13%
TIME AT CURRENT JOB: 9 years 6 months

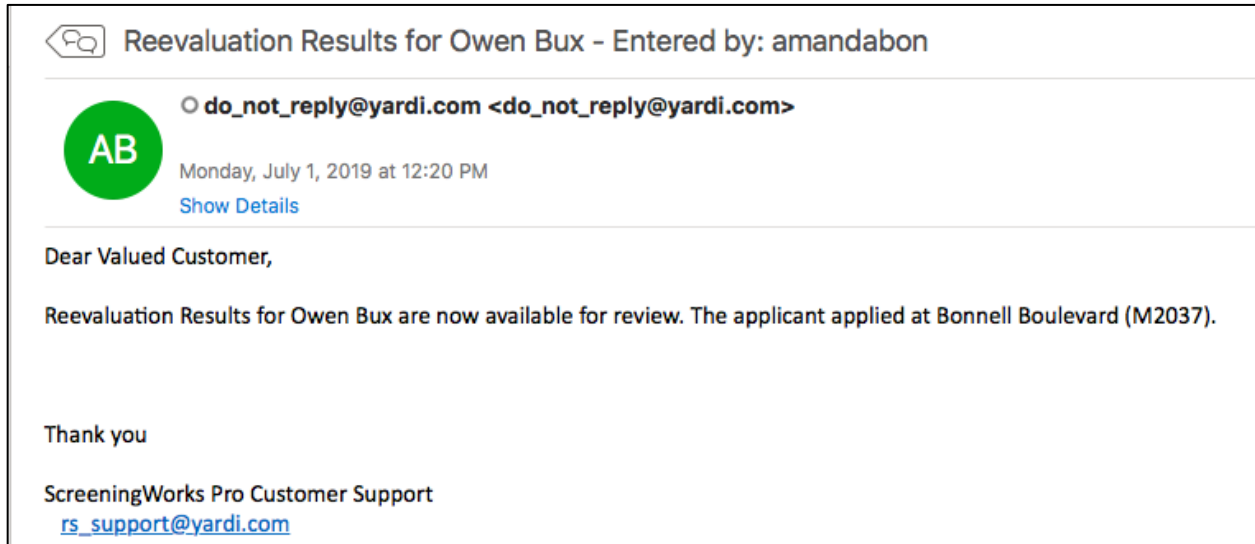
Additional Income:

- Other: \$5000 per month

Credit Reevaluation Results Requested on 07/01/2019 12:14 PM

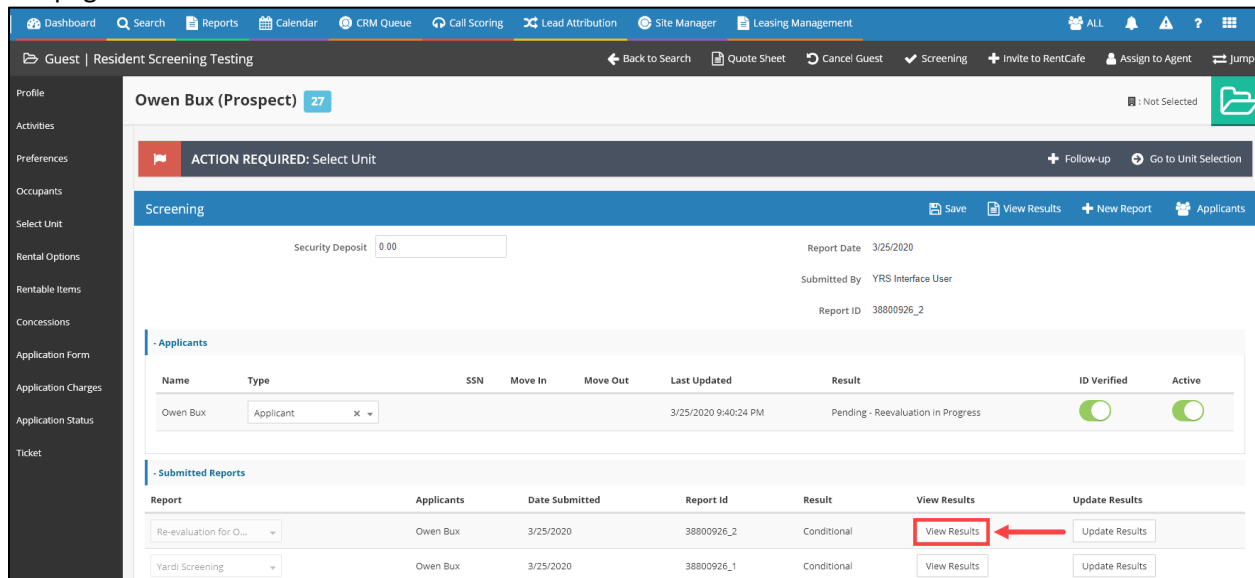
Original Credit Evaluation	New Credit Evaluation
If ACCEPTED, Normal Deposit	PENDING
Reasons For Original Credit Evaluation	Reasons For New Credit Evaluation
Reasons For Reevaluation Request	Comments
<ul style="list-style-type: none"> Charge-off(s) Paid 	
Comments	
Requested By: Leasing Agent Bank of America balance paid in full.	

- If your management company has setup alert e-mail notifications to be sent out to the property, you will receive an e-mail from “do_not_reply@yardi.com” when the reevaluation is completed. The subject line will list the type of request completed, the applicant’s name, and the leasing agent’s username.



***NOTE:** If your management company has requested that the e-mail notification function be turned off or hasn’t provided a property/corporate e-mail that can be used, no e-mail alert will be sent.

- To retrieve the re-evaluation results, navigate to the **Submitted Reports** section of the Screening page and click **View Results**.



10. The completed re-evaluation results will be pulled into the screening page.

Screening		Save	View Results	+ New Report	Applicants
Group Application Information			Processing Information		
Total Income	4000	Result	Conditional		
Proposed Rent Amount	0.00	Reason	Accept with Conditions (Additional Deposit)		
Lease Term (Months)	0	Date Entered	3/25/2020		
Security Deposit	0.00	Report Date	3/25/2020		
		Submitted By	YRS Interface User		
		Report ID	38800926_2		

*NOTE: Submitting a re-evaluation request does not guarantee a better result for the applicant.

11. The applicant file will display the re-evaluation results. If the applicant being re-evaluated was part of a group, then the group score will be automatically updated as well.

APPLICATION RESULT: ACCEPT APPLICANT (NORMAL DEPOSIT)

[Print](#) [Generate Letters](#) [Refresh](#)

Applicant Information

NAME: Owen Bux
 SSN: xxx-xx-5730
 DOB: 08/08/1949
 CURRENT ADDRESS: 9817 Loop Blvd G BV, CALIFORNIA CITY, CA 93505

Additional Applicant Information

[Edit](#)

Residence History

This applicant has rented or owned.
 TIME AT CURRENT ADDRESS: 9 years 6 months

Employment/Income

PRIMARY INCOME: \$1080 per month
 PROPOSED RENT: \$800
 RENT/INCOME: 13%
 TIME AT CURRENT JOB: 9 years 6 months

Additional Income:

- Other: \$5000 per month

Credit Reevaluation Results Requested on 07/01/2019 12:14 PM

Original Credit Evaluation	New Credit Evaluation
If ACCEPTED, Normal Deposit	Accepted
Reasons For Original Credit Evaluation	Reasons For New Credit Evaluation
Reasons For Reevaluation Request	<ul style="list-style-type: none"> Credit History Meets Property Requirements
<ul style="list-style-type: none"> Charge-off(s) Paid 	Comments

Individual Result

Accept Applicant (Normal Deposit)

Additional Information

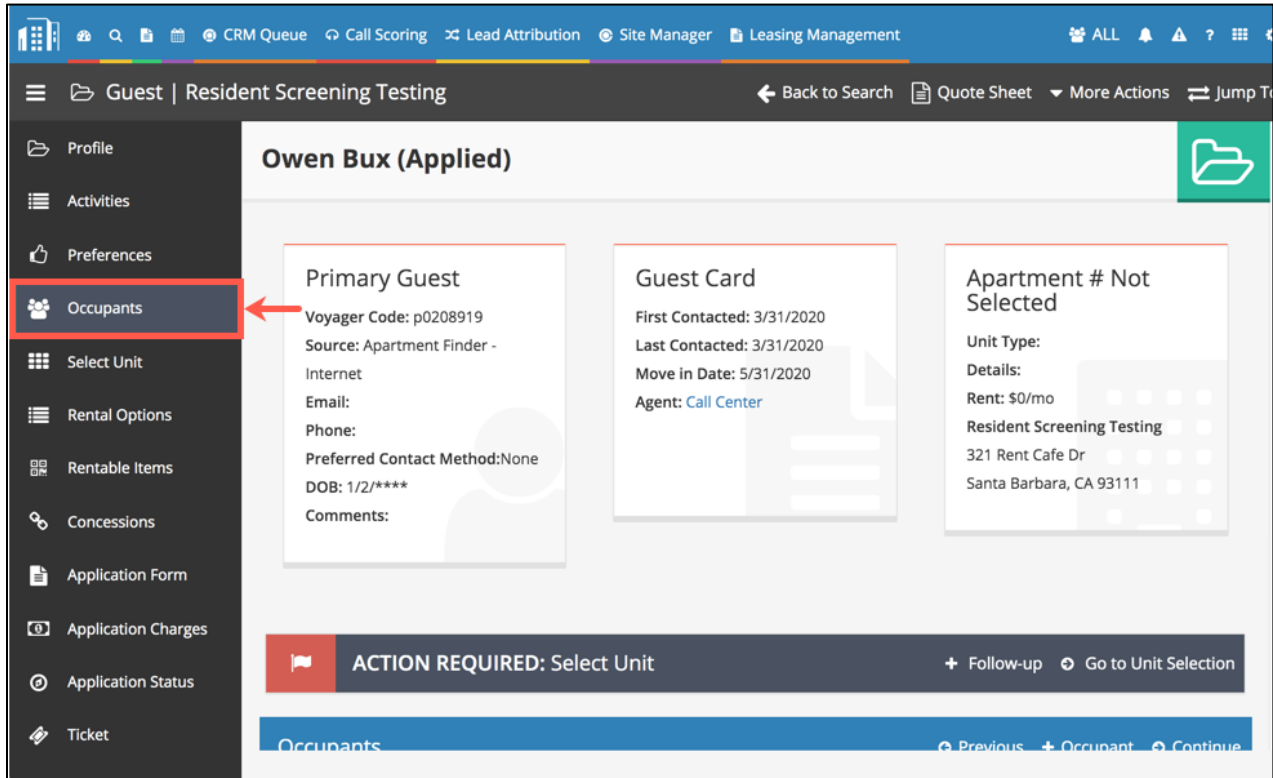
Items to Review

- Reevaluation Complete

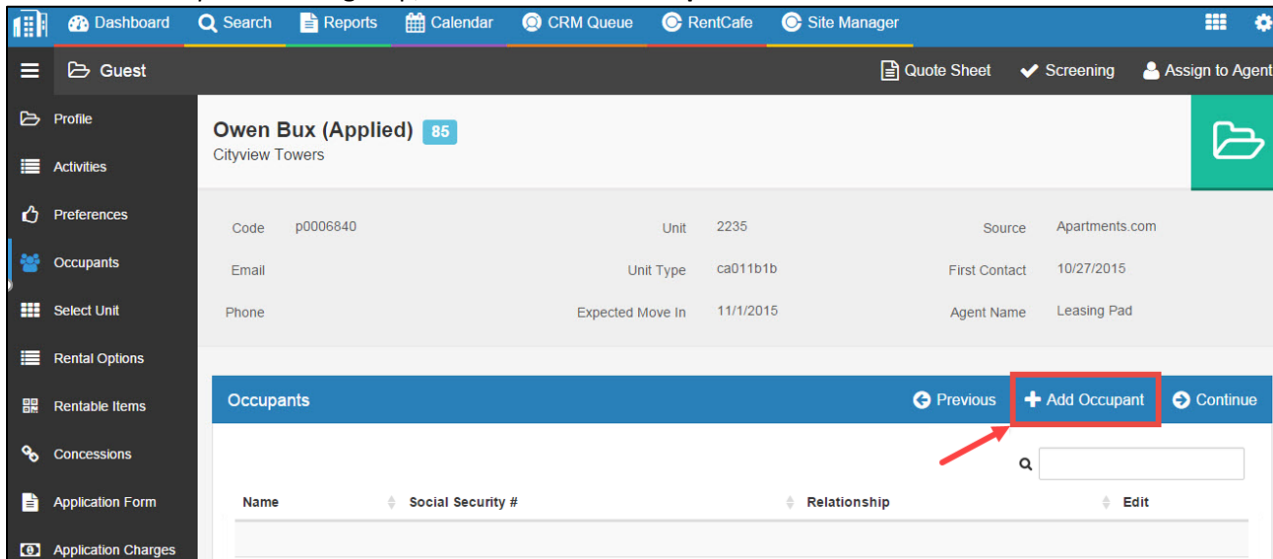
Adding a Co-applicant to an Existing Guest Card

In the event that another co-applicant has decided to join an already-screened application, the following steps can be used to add the new co-applicant to the group application.

1. Within the existing applicant's guest card, click on the **Occupants** leasing step.



2. On the **Occupants** leasing step, click on the **Add Occupant** link.



- On the *Occupant* pop-up window, enter the co-applicant's legal name, current address, relationship type, date of birth, and social security number. Once you have completed all of the mandatory information fields, click **Save**.

- The co-applicant's information will now be listed under the *Occupants* section at the bottom of the page. If you have any additional co-applicants to add to the guest card, repeat steps 2 through 3. When you are ready to move forward, click the **Application Form** leasing step link.

- Within the *Application Form* leasing step, click the **Occupant Information** link to the right of the new co-applicant's name.

- On the *Application Form* page, fill in the co-applicant's employment start date, gross monthly income, additional income (if any), and current address start date along with any other information your management company requires before clicking **Save**.

Owen Bux (Prospect) 87
Cityview Towers

Code	p0006840	Unit	2235	Source	Apartments.com
Email		Unit Type	ca011b1b	First Contact	10/27/2015
Phone		Expected Move In	11/1/2015	Agent Name	Leasing Pad

Application Form Previous Save Print Applicants Continue

- + Personal Information
- + Current Address
- + Previous Address
- + Employer
- + Previous Employer
- + Emergency Contact

- If you have added multiple co-applicants, repeat steps 5 through 6 for each one. When you have finished entering all of the required information, click the **Screening** button.

Owen Bux (Applied)

Primary Guest

Voyager Code: p0208637 (t0179048)
Source: Apartment Finder - Internet
Email:
Phone:
Preferred Contact Method:None
DOB: 1/2/****
Comments:

Pending Approval

First Contacted: 3/26/2020
Last Contacted: 3/26/2020
Applied: 3/26/2020
Move in Date: 4/2/2020
Agent: Call Center

Apartment

Unit Type: ut003
Details: 3 Bedroo
Rent: \$1359.75/n
Resident Screen
321 Rent Cafe Dr
Santa Barbara, C

Back to Search Quote Sheet **Screening**

8. Click on the **Applicants** drop-down at the top of the page and select the new co-applicant's name.

The screenshot shows the 'Owen Bux (Applied)' application page. At the top, there is a navigation bar with various tools like 'Quote Sheet', 'Screening', and 'Invite to RentCafe'. Below this, a sidebar on the left contains navigation options like 'Profile', 'Activities', and 'Preferences'. The main content area is divided into 'Group Application Information' and 'Processing Information'. The 'Applicants' dropdown menu is open, showing three options: 'Owen Bux', 'Sue Curly', and 'Fred Dryer'. A red box highlights 'Fred Dryer', and a red arrow points to it from the right.

Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant	226-38-5910	4/2/2020		3/26/2020 12:25:20 PM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sue Curly	CoApplicant	311-12-1281			3/26/2020 12:25:20 PM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fred Dryer	CoApplicant	321-12-8711			3/26/2020 12:25:20 PM		<input type="checkbox"/>	<input checked="" type="checkbox"/>

9. Within the *Personal Identification* section, set the photo ID verification and signed consent form fields to “Yes.”

The screenshot shows the 'Personal Information' section of the application. It contains several form fields. Two fields are highlighted with red boxes: 'Photo ID verified or signed consent form obtained' and 'Active (Include with Request)'. Both are set to 'YES'. Other fields include 'Applicant ID' (r0015580), 'Title' (choose...), 'First Name' (Fred), 'Middle Name' (empty), 'Last Name' (Dryer), 'Name Suffix' (choose...), 'Maiden Name' (empty), 'Applicant Type' (CoApplicant), 'Spouse/Partner' (choose...), 'Guarantor For' (empty), and 'SSN' (321-12-8711). There is also a radio button for 'SSN N/A' which is currently unselected.

10. On the *Address Info* tab, verify that current address and move in/out dates have been completed.

The screenshot shows the 'Address Info' tab with a 'Current' section. The following fields are highlighted with red boxes:

Unparsed Street Address	4432 78th St	Province/State	IL
Street Number	4432	Postal/Zip Code	61432
Street Name	78th	Move In Date	1/1/2014
Street Type	ST	Move Out Date	3/26/2020
Apartment		Verification	Not verified
City	Fairview	Rental/Ownership History	Rental/Ownership hist...

11. Set the *Verification* and *Rental/Ownership* fields to match the landlord verification findings.

The screenshot shows a dropdown menu for the 'Verification' field. The options are:

- Not verified (highlighted in blue)
- Meets requirement
- Does not meet requirement

12. On the *Employment Info* tab, verify that the employment income, other income (if applicable), and employment start/end date information has been completed.

The screenshot shows the 'Employment Info' tab with the following fields highlighted with red boxes:

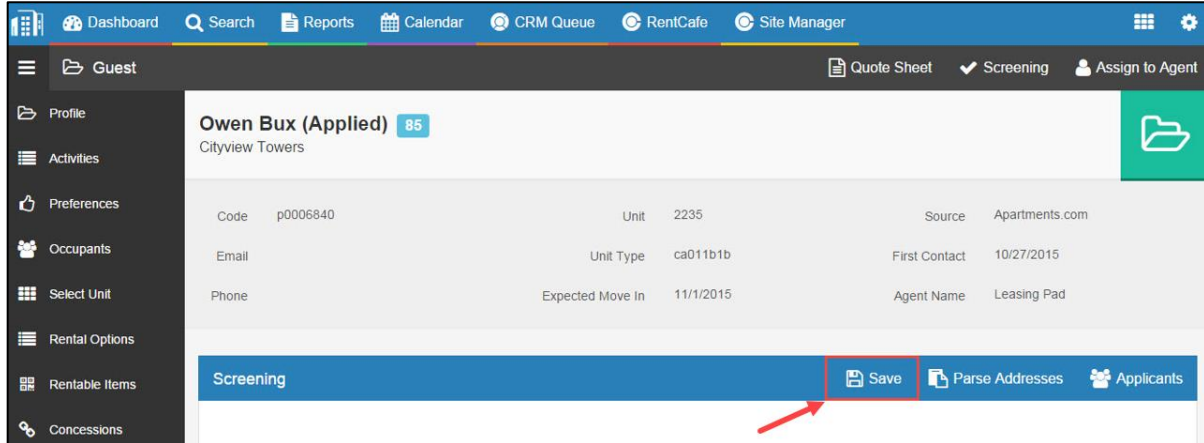
Employment Status	Employed	Other Income (Monthly)	0.00
Employer's Name		Other Income Type	
Employment Type		Previous Employer Start	
Employment Start Date	1/1/2013	Previous Employer End	
Employment End Date	10/27/2015	Total Assets	0.00
Verification	Not verified	Total Liabilities	0.00
Employment Income (Monthly)	3,000.00	Net Worth	0.00

13. Set the *Verification* field to match the employment verification results.

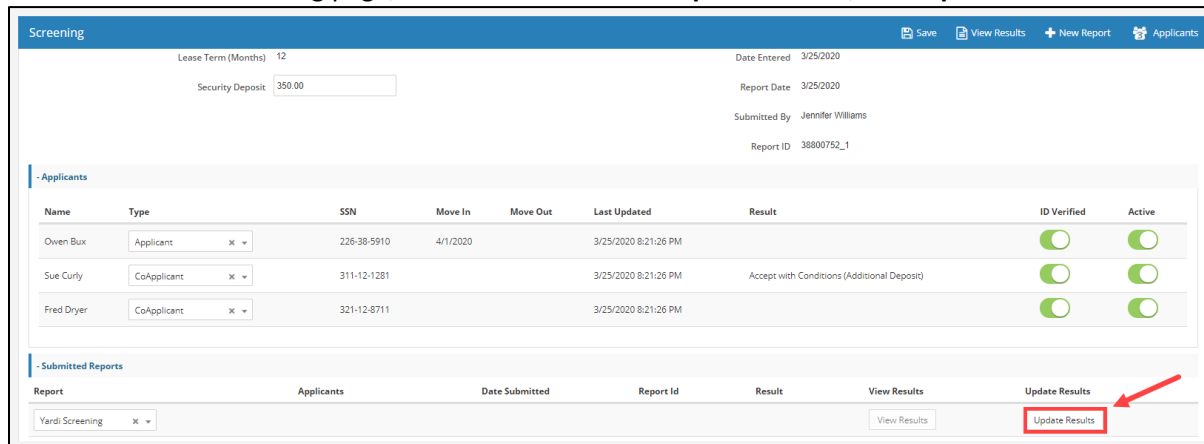
The screenshot shows a dropdown menu for the 'Verification' field. The options are:

- Not verified (highlighted in blue)
- Meets requirement
- Does not meet requirement

14. Once you have confirmed that all of the required information has been entered, click **Save**. If you have added multiple co-applicants to the guest card, repeat steps 8 through 13 for each one.

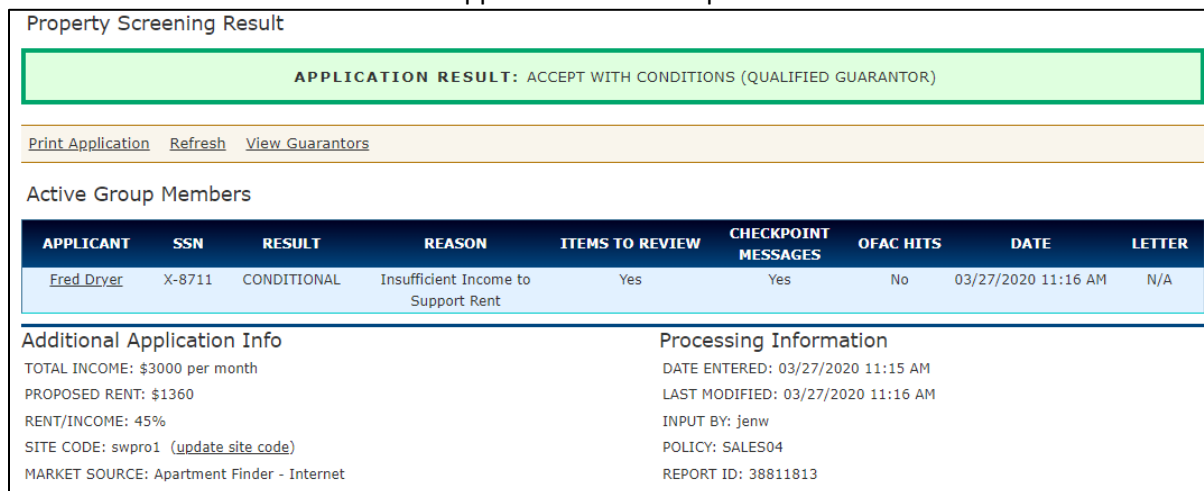


15. On the main Screening page, under the **Submitted Reports** section, click **Update Results**.



***NOTE:** The edit request must be within 30 days of the original screening, or a new request will be submitted for the pre-existing applicants.

16. The application landing page will display the group's result along with an overview of their information. Click on the new co-applicant's name to open their file.



17. The selected applicant's file will open, and you will be able to review their results.

Property Screening Result

APPLICATION RESULT: ACCEPT WITH CONDITIONS (QUALIFIED GUARANTOR)

[Print](#)
[Generate Letters](#)
[Refresh](#)

Applicant Information

NAME: Fred Dryer
 SSN: xxx-xx-8711
 DOB: 08/10/1971
 EMAIL: N/A
 CURRENT ADDRESS: 4432 78th ST, Fairview, IL 61432

Additional Applicant Information

Residence History

This applicant has rented or owned.
 TIME AT CURRENT ADDRESS: 6 years 2 months

Employment/Income

PRIMARY INCOME: \$3000 per month
 PROPOSED RENT: \$1360
 RENT/INCOME: 45%
 TIME AT CURRENT JOB: 7 years 2 months

Individual Result

ACCEPT with Conditions (Qualified Guarantor)

Additional Information

Reasons for Result

- Insufficient Income to Support Rent
- No Credit Experience

Items to Review

- CHECKPOINT MESSAGE in Bureau Report

18. The new group result will be automatically pulled into the RENTCafé CRM screening page.

Screening
[Save](#) [View Results](#) [+ New Report](#) [Applicants](#)

Group Application Information

Total Income: 9000
 Proposed Rent Amount:
 Lease Term (Months): 12
 Security Deposit:

Processing Information

Result: Conditional
 Reason: ACCEPT with Conditions (Qualified Guarantor)

Date Entered: 3/26/2020
 Report Date: 3/27/2020
 Submitted By: Jennifer Williams
 Report ID: 38811813_1

- Applicants

Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant	226-38-5910	4/2/2020		3/27/2020 11:16:03 AM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sue Curly	CoApplicant	311-12-1281			3/27/2020 11:16:03 AM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fred Dryer	CoApplicant	321-12-8711			3/27/2020 11:16:03 AM	ACCEPT with Conditions (Qualified Guarantor)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Adding a Guarantor to an Existing Guest Card

Your management company may require a guarantor for applicants that lack sufficient income or have past credit problems. The following steps can be used to add a guarantor to the guest card and process a guarantor screening request.

The screenshot shows the 'Screening' interface. On the left, under 'Group Application Information', there are input fields for 'Total Income' (9000), 'Proposed Rent Amount' (1,360.00), 'Lease Term (Months)' (12), and 'Security Deposit' (350.00). On the right, under 'Processing Information', a red box highlights the 'Result: Conditional' and 'Reason: ACCEPT with Conditions (Qualified Guarantor)'. Other details include 'Date Entered: 3/26/2020', 'Report Date: 3/27/2020', 'Submitted By: Jennifer Williams', and 'Report ID: 38811813_1'.

1. Within the original applicant's guest card, select the **Occupants** leasing step.

The screenshot shows the 'Resident Screening Testing' interface for 'Owen Bux (Applied)'. The 'Occupants' step is highlighted in the left sidebar. The main content area shows three cards: 'Primary Guest' (Voyager Code: p0208637, Source: Apartment Finder - Internet, Email, Phone, Preferred Contact Method: None, DOB: 1/2/****, Comments), 'Pending Approval' (First Contacted: 3/26/2020, Last Contacted: 3/26/2020, Applied: 3/26/2020, Move In Date: 4/2/2020, Agent: Call Center), and 'Apartment # 2335' (Unit Type: ut003596, Details: 3 Bedroom, 2 Bathroom | 1300.00 sqft., Rent: \$1359.75/mo, Resident Screening Testing, 321 Rent Cafe Dr, Santa Barbara, CA 93111). At the bottom, there is an 'ACTION REQUIRED: Evaluate Application' bar with 'Approve' and 'Deny' buttons.

2. On the *Occupants* leasing step, click the **Add New Occupants** link.

The screenshot shows the 'Occupants' interface for 'Owen Bux (Applied)'. The 'Occupants' step is highlighted in the left sidebar. The main content area shows a table with columns for Code, Unit, Source, Email, Unit Type, First Contact, Phone, Expected Move In, and Agent Name. The 'Add New Occupants' link is highlighted in a red box at the bottom of the interface, with a red arrow pointing to it.

- Fill in the guarantor's legal name, current address, relationship to the applicant (Guarantor), date of birth and social security number. Once you have verified that all of the information is correct, click **Save**.

Occupant (New) for Owen Bux

Save ? X

Name * Diane

Office Phone Office

* Canton

Home Phone Home

Address 1967 Football St

Cell Phone Cell

Fax Fax

City Fairview

Relationship * Guarantor X

Lessee

State IL

DOB 3/4/1978

Zip Code 61432

DL#

Email

Notes

DL State state

Occ Type choose...

SSN 433-12-1288

- The guarantor's information will now be displayed at the bottom of the page. Click the **Application Form** link to add additional information for the guarantor.

Application Form

Previous Save Print Applicants Continue

Personal Information

Name Owen Bux Birthdate 1/2/1977

Application Form

- On the *Application Form* leasing step, click the **Applicants** link to the right of the guarantor's name.

Save & Previous Save Print Applicants Save & Continue

Owen Bux

Sue Curly

Fred Dryer

Diane Canton

Jonathan Consumer

DOB 1/2/****

Driver's License Drivers License

State IL

6. On the *Application Form* page, fill in the guarantor's employment start date, gross monthly income, additional income (if applicable), and current address start date, along with any other information your management company requires before clicking **Save**.

The screenshot shows the RentCafe application form for Owen Bux (Prospect) at Cityview Towers. The form is titled 'Application Form' and includes sections for Personal Information, Current Address, Previous Address, Employer, Previous Employer, and Emergency Contact. The 'Current Address' and 'Employer' sections are highlighted with red boxes. The form also includes a 'Save' button and a 'Print' button.

Code	p0006840	Unit	2235	Source	Apartments.com
Email		Unit Type	ca011b1b	First Contact	10/27/2015
Phone		Expected Move In	11/1/2015	Agent Name	Leasing Pad

7. Click on the **Screening** button.

The screenshot shows the RentCafe application form for Owen Bux (Prospect) at Cityview Towers. The 'Screening' button is highlighted with a red box and a red arrow pointing to it. The form also includes a 'Quote Sheet' button, a 'Cancel Guest' button, an 'Assign to Agent' button, and a 'Send to Community' button.

Code	p0006840	Unit	2235	Source	Apartments.com
Email		Unit Type	ca011b1b	First Contact	10/27/2015
Phone		Expected Move In	11/1/2015	Agent Name	Leasing Pad

- The Screening page will show a summary of each applicant's information by default. Click on the **Applicants** drop down menu at the top of the page and select the guarantor's name to bring up their information.

Owen Bux (Applied) 70

ACTION REQUIRED: Evaluate Application [Approve] [Deny]

Screening [Save] [View Results] [+ New Report] [Applicants]

Group Application Information

Total Income: 17000
 Proposed Rent Amount: 1,360.00
 Lease Term (Months): 12
 Security Deposit: 350.00

Processing Information

Result: Conditional
 Reason: ACCEPT with Conditions (Qualified Guarantor)
 Date Entered: 3/26/2020
 Report Date: 3/27/2020
 Submitted By: Jennifer Williams
 Report ID: 38811813_1

Applicants

Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant	226-38-5910	4/2/2020		3/27/2020 11:16:03 AM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sue Curly	CoApplicant	311-12-1281			3/27/2020 11:16:03 AM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fred Dryer	CoApplicant	321-12-8711			3/27/2020 11:16:03 AM	ACCEPT with Conditions (Qualified Guarantor)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Diane Canton	Guarantor	433-12-1288			3/27/2020 11:16:03 AM		<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Within the guarantor's information, set the photo ID verification and signed consent form fields to "Yes." Also, make sure the Applicant Type field is set to "Guarantor."

Screening [Save] [View Results] [+ New Report] [Update] [Parse Addresses] [Applicants]

Name: Diane Canton
 SSN: 433-12-1288
 DOB: 3/4/1978
 Current Address: 1967 Football St

Personal Information

Photo ID verified or signed consent form obtained: YES
 Active (include with Request): YES
 Applicant Type: Guarantor
 Spouse/Partner: choose...
 Guarantor For: [X]
 SSN: 433-12-1288
 SSN N/A:
 Birthdate: 3/4/****

Applicant ID: r0015589
 Title: choose...
 First Name: Diane
 Middle Name:
 Last Name: Canton
 Name Suffix: choose...
 Maiden Name:
 Current Rent: 0.00

10. Within the *Address Info* tab, verify that all of the required current address information is completed, and that the verification and Rental/Ownership fields are set accordingly for the guarantor's background.

The screenshot shows the 'Address Info' tab with the following fields and values:

- Unparsed Street Address: 1967 Football St
- Street Number: 1967
- Street Name: Football
- Street Type: ST
- Apartment: (empty)
- City: Fairview
- Province/State: IL
- Postal/Zip Code: 61432
- Move In Date: 1/1/2014
- Move Out Date: 3/27/2020
- Verification: Not verified
- Rental/Ownership History: Rental/Ownership hist...

11. Under the *Employment Info* tab, verify that all of the required employment information is completed, and that the verification field is set accordingly for your guarantor's background.

The screenshot shows the 'Employment Info' tab with the following fields and values:

- Employment Status: Employed
- Employer's Name: (empty)
- Employment Type: (empty)
- Employment Start Date: 1/1/2013
- Employment End Date: 10/27/2015
- Verification: Not verified
- Employment Income (Monthly): 3,000.00
- Other Income (Monthly): 0.00
- Other Income Type: (empty)
- Previous Employer Start: (empty)
- Previous Employer End: (empty)
- Total Assets: 0.00
- Total Liabilities: 0.00
- Net Worth: 0.00

12. Once the guarantor's required information has been confirmed, click **Save**.

The screenshot shows the application management interface for 'Owen Bux (Applied) 70'. The 'Screening' section is active, and the 'Save' button is highlighted with a red arrow. The applicant information is as follows:

- Name: Diane Carlton
- SSN: 433-12-1288
- DOB: 3/4/1978
- Current Address: 1967 Football St

The 'Personal Information' section includes the following fields:

- Photo ID verified or signed consent form obtained: YES
- Active (Include with Request): YES
- Applicant Type: Guarantor
- Spouse/Partner: choose...
- Guarantor For: (empty)
- SSN: 433-12-1288
- Applicant ID: 00015585
- Title: choose...
- First Name: Diane
- Middle Name: (empty)
- Last Name: Carlton
- Name Suffix: choose...

13. On the main Screening page, click **+ New Report** and select the “Guarantor” report type from the report drop-down, then click the **Select** button.

Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant	226-38-5910	4/2/2020		3/27/2020 11:16:03 AM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sue Curly	CoApplicant	311-12-1281			3/27/2020 11:16:03 AM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fred Dryer	CoApplicant	321-12-8711			3/27/2020 11:16:03 AM	ACCEPT with Conditions (Qualified Guarantor)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Diane Canton	Guarantor	433-12-1288			3/27/2020 11:16:03 AM		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

***NOTE:** Choosing the “Guarantor” report type will only submit a screening request for applicants who have the “Applicant Type” field set to “Guarantor” on the Screening page.

14. The application landing page will display the guarantor’s result along with an overview of their information. Click on the guarantor’s name to access their file.

APPLICATION RESULT: QUALIFIED GUARANTOR

Print Application Refresh Return to Application

Active Guarantors

GUARANTOR	SSN	RESULT
Diane Canton	X-1288	ACCEPT

Additional Application Info
 TOTAL INCOME: \$8000 per month
 PROPOSED RENT: \$1360
 RENT/INCOME: 17%
 SITE CODE: swpro1 (update site code)
 MARKET SOURCE: Apartment Finder - Internet

Individual Result
 Qualified Guarantor

Applicant Information
 NAME: Diane Canton
 SSN: xxx-xx-1288
 DOB: 03/04/1978
 EMAIL: N/A
 CURRENT ADDRESS: 1967 Football ST, Fairview, IL 61432

Additional Applicant Information
Residence History
 This applicant has rented or owned.
 TIME AT CURRENT ADDRESS: 6 years 2 months
Employment/Income
 PRIMARY INCOME: \$8000 per month
 PROPOSED RENT: \$1360
 RENT/INCOME: 17%
 TIME AT CURRENT JOB: 7 years 2 months

15. The new result will be automatically pulled into the Screening page and displayed at the top of the page.

Owen Bux (Applied)

Primary Guest

Voyager Code: p0208637 (t0179048)
 Source: Apartment Finder - Internet
 Email:
 Phone:
 Preferred Contact Method:None
 DOB: 1/2/****
 Comments:

Pending Approval

First Contacted: 3/26/2020
 Last Contacted: 3/26/2020
 Applied: 3/26/2020
 Move in Date: 4/2/2020
 Agent: Call Center

Apartment # 2335

Unit Type: ut003596
 Details: 3 Bedroom, 2 Bathroom | 1300.00 sqft.
 Rent: \$1359.75/mo
 Resident Screening Testing
 321 Rent Cafe Dr
 Santa Barbara, CA 93111

ACTION REQUIRED: Evaluate Application
✔ Approve
✘ Deny

Screening
Save View Results + New Report Applicants

Group Application Information

Total Income 17000

Proposed Rent Amount

Lease Term (Months) 12

Security Deposit

Processing Information

Result Accepted

Reason Qualified Guarantor

Date Entered 3/26/2020

Report Date 3/27/2020

Submitted By Jennifer Williams

Report ID 38812214_1

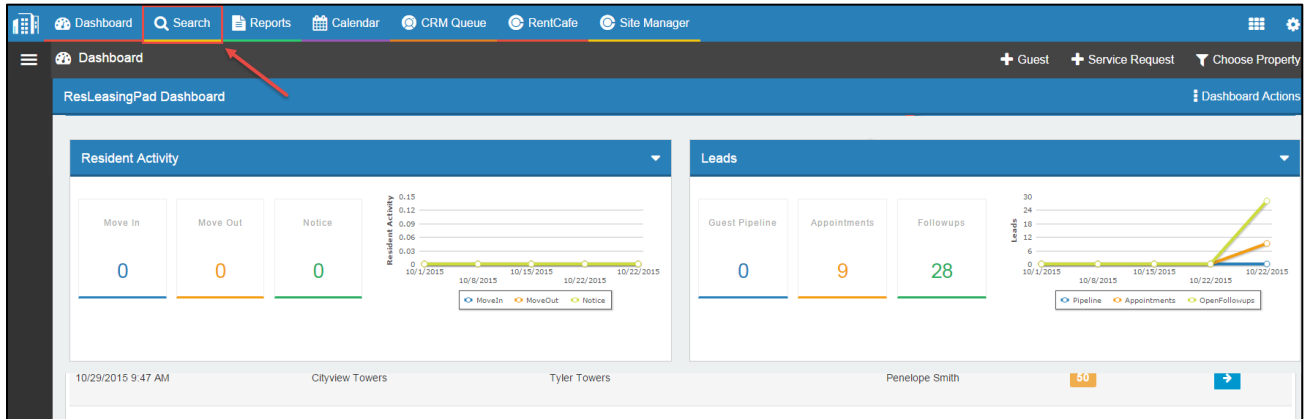
- Applicants

Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant <input type="text" value="x"/>	226-38-5910	4/2/2020		3/27/2020 12:37:12 PM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sue Curly	CoApplicant <input type="text" value="x"/>	311-12-1281			3/27/2020 12:37:12 PM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fred Dryer	CoApplicant <input type="text" value="x"/>	321-12-8711			3/27/2020 12:37:12 PM	ACCEPT with Conditions (Qualified Guarantor)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

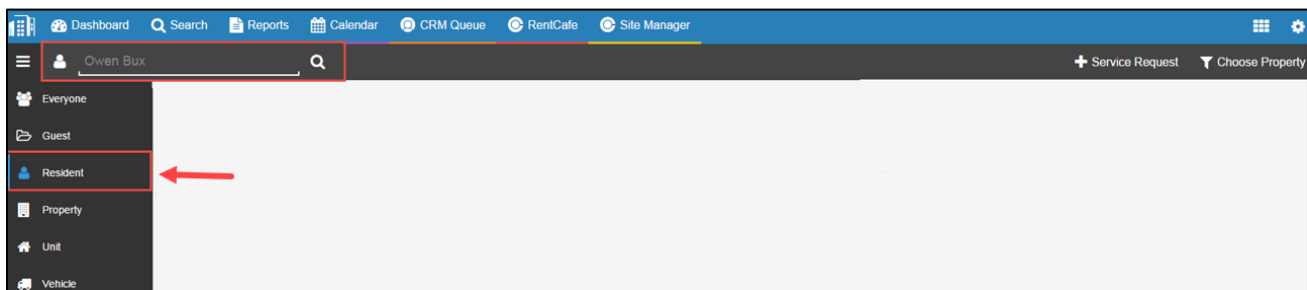
Adding a Roommate to an Existing Resident

If an existing resident wants to add a new roommate to their lease, your property will likely want to process a screening request for them. The following steps detail how to add and screen a new roommate to an existing resident card without re-screening the existing resident.

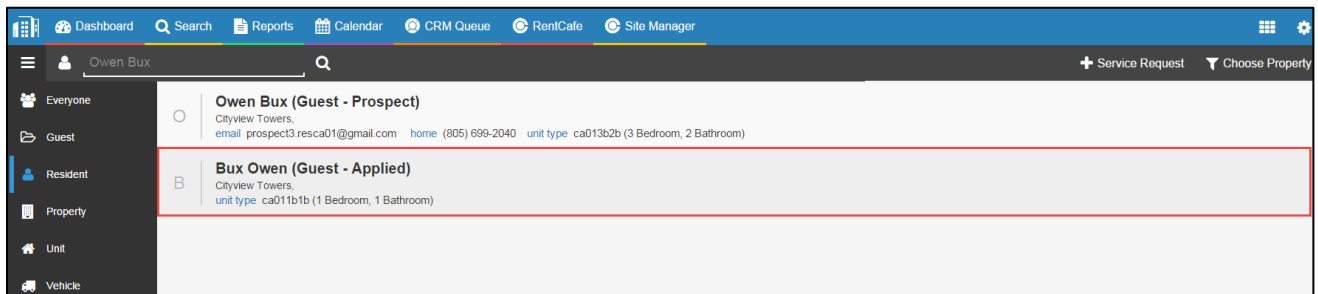
1. To start, click on the **Search** button located on the Community Manager Dashboard.



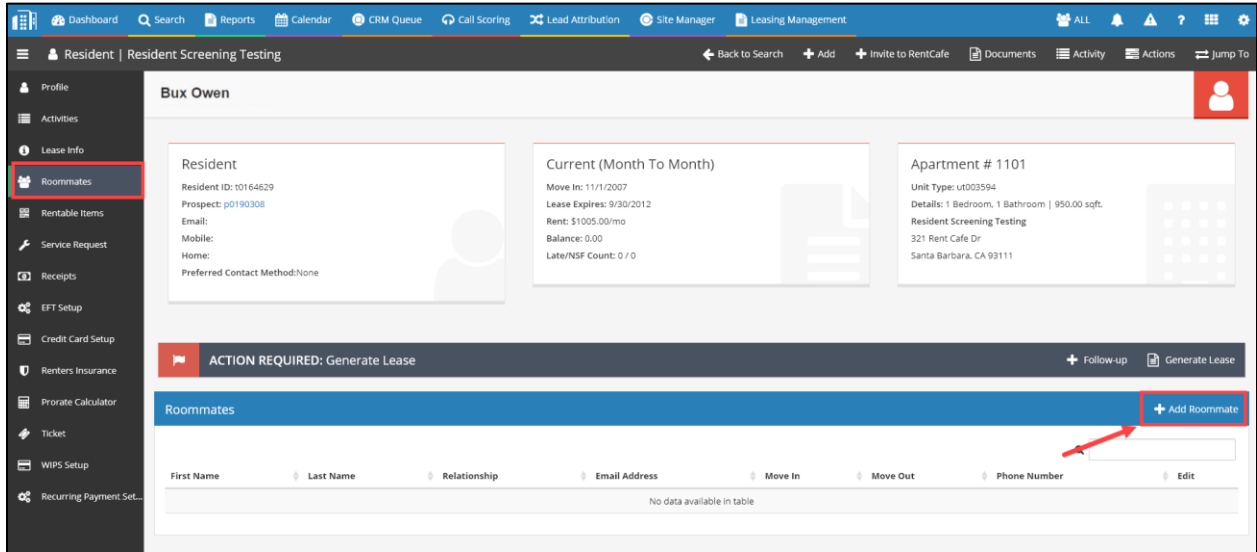
2. In the search window, select **Resident** and type in the resident's name you are looking for. Click **Submit**.



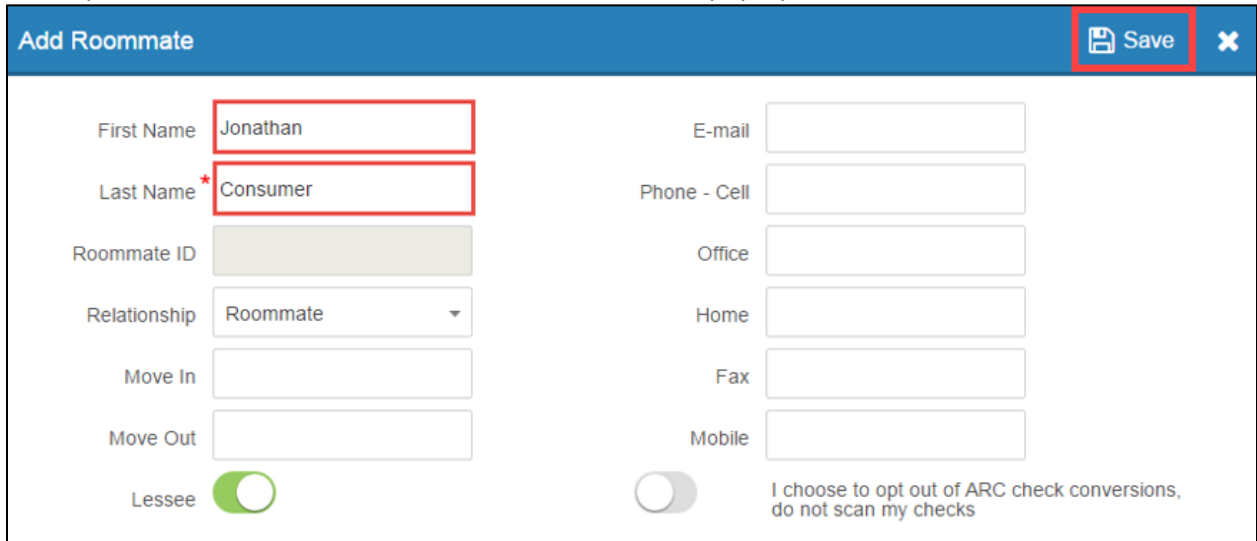
3. Choose the resident's name from the search results to access their resident card.



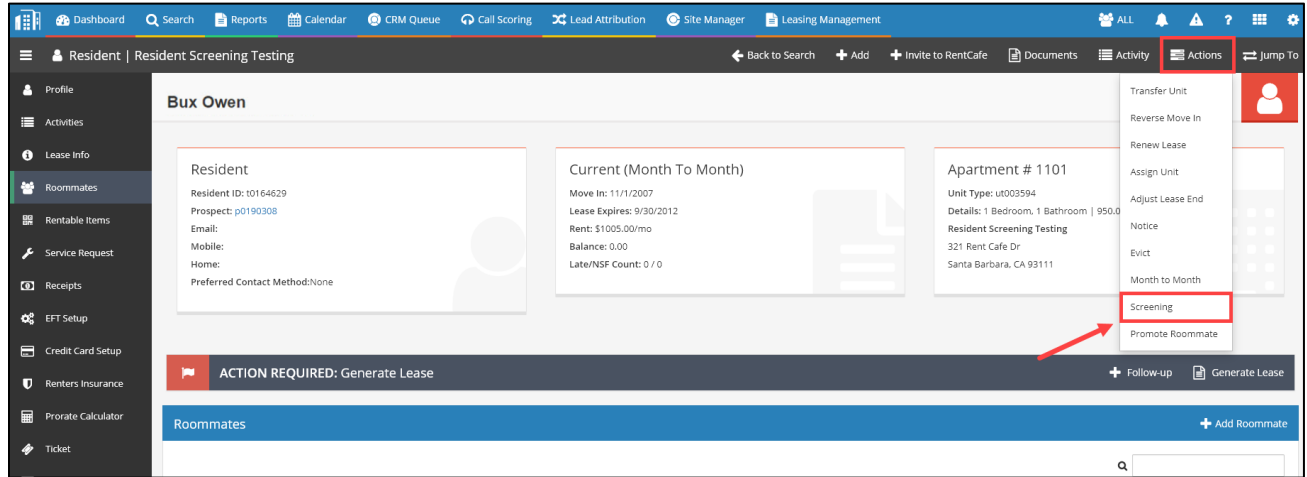
- To add the new roommate's information to the existing resident's card, select the **Roommates** tab from the menu, and click **Add Roommate**.



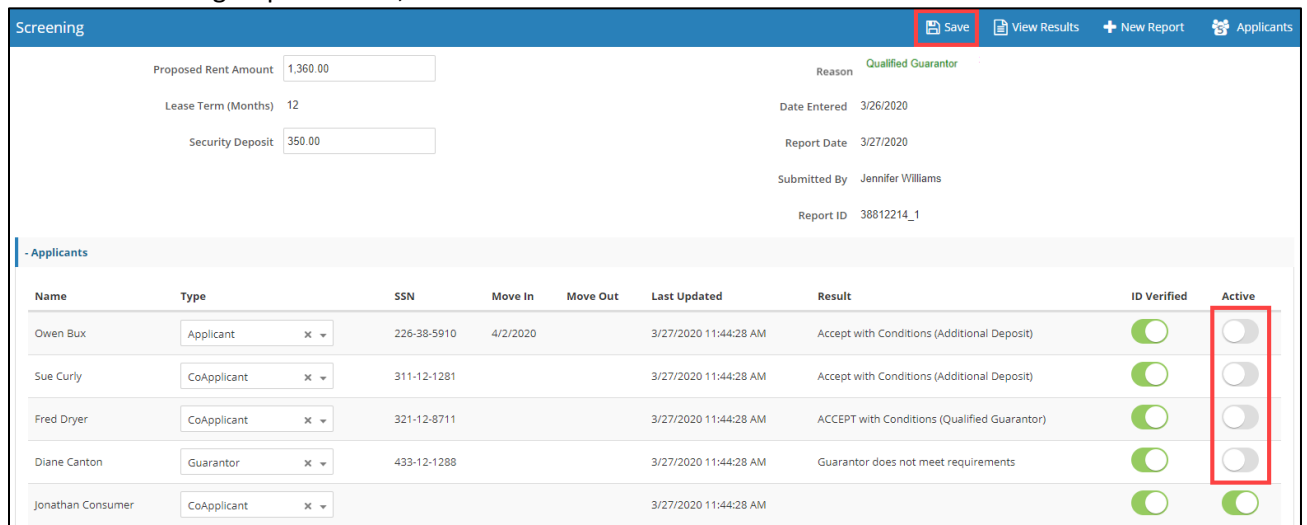
- Within the roommate pop-up window, fill in the co-applicant's legal name, social security number, and any other information your management company requires. Once you have completed the required fields, click **Save** and close out the roommate pop-up window.



- Back on the resident card, select the **Actions** tab at the top right of the page, and click the **Screening** link.



- The Screening page will display the main resident's information by default. Make sure to set the **Active** field to "No" for each existing resident so that current residents are not submitted with the new screening request. Then, click **Save**.



8. Select the **Applicants** tab at the top of the page and choose the new roommate's name.

Screening

Lease Term (Months) 12
 Security Deposit 350.00

Date Entered 3/26/2020
 Report Date 3/27/2020
 Submitted By Jennifer Williams
 Report ID 38812214_1

Owen Bux
 Sue Curly
 Fred Dryer
 Diane Canton
Jonathan Consumer

Applicants

Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant	226-38-5910	4/2/2020		3/27/2020 11:44:28 AM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sue Curly	CoApplicant	311-12-1281			3/27/2020 11:44:28 AM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fred Dryer	CoApplicant	321-12-8711			3/27/2020 11:44:28 AM	ACCEPT with Conditions (Qualified Guarantor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9. Within the *Personal Information* section, set the photo ID verification and signed consent form to "Yes."

Personal Information

Photo ID verified and signed consent form obtained * **YES**

Active (Include with Request) **YES**

Applicant Type CoApplicant

Spouse/Partner choose...

Guarantor For X

SSN * 311-12-1281

SSN N/A

Birthdate * 2/1/1990

Driver's License

Issuing State choose...

Applicant ID r0000565

Title choose...

First Name * Jonathan

Middle Name

Last Name * Consumer

Name Suffix choose...

Maiden Name

Current Rent 0.00

Email Address

10. Under the *Address Info* tab, enter the new roommate's current address information.

- Address Info

Current

Unparsed Street Address *	8410 S. Exchange St.	Province/State *	IL
Street Number *	8410	Postal/Zip Code *	60750
Street Name *	S. Exchange	Move In Date *	10/1/2014
Street Type	ST	Move Out Date *	10/27/2015
Apartment		Verification	Not verified
City *	Fantasy Island	Rental/Ownership History	Rental/Ownership hi...

11. Set the *Verification* and *Rental/Ownership* fields accordingly for the new roommate's background.

Verification

- Not verified
- Not verified**
- Meets requirement
- Does not meet requirement

12. Under the *Employment Info* tab, enter the new roommate's employment income, and employment start/end dates.

- Employment Info

Employment Status	Employed	Other Income (Monthly)	0.00
Employer's Name		Other Income Type	
Employment Type		Previous Employer Start	
Employment Start Date *	1/1/2013	Previous Employer End	
Employment End Date *	10/27/2015	Total Assets	0.00
Verification	Not verified	Total Liabilities	0.00
Employment Income (Monthly) *	3,000.00	Net Worth	0.00

13. It is important to enter the existing resident's income into the *Other Income (Yearly)* field, because they will not be included in the new screening request. Click **Save**.

The screenshot shows the 'Employment Info' section of a form. The 'Other Income (Yearly)' field is highlighted with a red box and contains the value '36,000.00'. Other fields include 'Employment Status' (choose...), 'Employer's Name', 'Employment Type', 'Employment Start Date' (1/1/2017), 'Employment End Date' (10/1/2018), 'Verification' (Not verified), 'Employment Income (Monthly)' (4,000.00), 'Other Income Type', 'Previous Employer Start', 'Previous Employer End', 'Total Assets' (0.00), 'Total Liabilities' (0.00), and 'Net Worth' (0.00).

14. Set the *Verification* field for employment accordingly for the new roommate's background.

The screenshot shows a dropdown menu for the 'Verification' field. The menu is open, showing four options: 'Not verified' (selected), 'Meets requirement', and 'Does not meet requirement'.

15. Once all of the required information has been entered for the new roommate, click **Save**.

The screenshot shows the 'Resident | Collins Residential Place' profile page for 'Owen Bux'. The page displays three main sections: 'Resident' (Resident ID: t0013651, Prospect: p0008659), 'Future' (Move In: 12/1/2018, Lease Begins: 12/1/2018, Rent: \$966.00/mo, Balance: 125.00, Late/NSF Count: 0 / 0), and 'Apartment # 3109' (Unit Type: ut000333, Details: 1 Bedroom, 1 Bathroom | 950.00 sqft, Collins Residential Place, 400 5th Ave, Waltham, MA 02451). A red banner at the bottom indicates 'ACTION REQUIRED: Move In'. The 'Save' button is highlighted with a red box and an arrow.

16. On the main Screening page, click **+ New Report**, choose the report type for the screening request, and then click **Select** to submit the screening.

Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant	226-38-5910	4/2/2020		3/27/2020 11:44:28 AM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sue Curly	CoApplicant	311-12-1281			3/27/2020 11:44:28 AM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fred Dryer	CoApplicant	321-12-8711			3/27/2020 11:44:28 AM	ACCEPT with Conditions (Qualified Guarantor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

17. The application landing page will display the new roommate's result along with an overview of their information. Click on the applicant's name to open their file.

Property Screening Result

APPLICATION RESULT: ACCEPT APPLICANT (NORMAL DEPOSIT)

[Print Application](#) [Refresh](#) [View Guarantors](#)

Active Group Members

APPLICANT	SSN	RESULT	REASON	ITEMS TO REVIEW	CHECKPOINT MESSAGES	OFAC HITS	DATE	LETTER
Jonathan Consumer	X-3388	ACCEPT	--	Yes	Yes	No	07/02/2019 01:38 PM	

Additional Application Info	Processing Information
TOTAL INCOME: \$7000 per month	DATE ENTERED: 07/02/2019 01:38 PM
PROPOSED RENT: \$982	LAST MODIFIED: 07/02/2019 01:38 PM
RENT/INCOME: 14%	INPUT BY: amandabon
SITE CODE: swp05r (update site code)	POLICY: SALES04
MARKET SOURCE: Drive-by/Walk-in	REPORT ID: 36176188

18. The selected applicant's file will open, and you will be able to review their results.

Property Screening Result

APPLICATION RESULT: ACCEPT APPLICANT (NORMAL DEPOSIT)

[Print](#) [Generate Letters](#) [Refresh](#)

Applicant Information

NAME: Jonathan Consumer
 SSN: xxx-xx-3388
 DOB: 07/08/1977
 CURRENT ADDRESS: 106 Birch St, Burbank, CA, 91502

Additional Applicant Information

[Edit](#)

Residence History

This applicant has rented or owned.
 TIME AT CURRENT ADDRESS: 0 years 6 months

Employment/Income

PRIMARY INCOME: \$2000 per month
 PROPOSED RENT: \$982
 RENT/INCOME: 14%
 TIME AT CURRENT JOB: 9 years 6 months

Additional Income:

- Other: \$3000 per month

Individual Result

Accept Applicant (Normal Deposit)

Additional Information

Items to Review

- CHECKPOINT MESSAGE in Bureau Report

Overview
[Credit](#)
[Criminal](#)
[Civil Court](#)
[Rental](#)
[OFAC/SDN](#)
[The Work Number](#)

19. The new roommate's result will be automatically pulled into the Screening page and displayed at the top of the page.

Screening
[Save](#) [View Results](#) [New Report](#) [Applicants](#)

Group Application Information

Total Income: 17000

Proposed Rent Amount:

Lease Term (Months): 12

Security Deposit:

Processing Information

Result: Conditional
Reason: ACCEPT with Conditions (Qualified Guarantor)

Date Entered: 3/26/2020

Report Date: 3/27/2020

Submitted By: Jennifer Williams

Report ID: 38812969_1

Applicants

Name	Type	SSN	Move In	Move Out	Last Updated	Result	ID Verified	Active
Owen Bux	Applicant	226-38-5910	4/2/2020		3/27/2020 12:37:12 PM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sue Curly	CoApplicant	311-12-1281			3/27/2020 12:37:12 PM	Accept with Conditions (Additional Deposit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fred Dryer	CoApplicant	321-12-8711			3/27/2020 12:37:12 PM	ACCEPT with Conditions (Qualified Guarantor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Reviewing the Applicant File

When an applicant's information is submitted via a screening request, an applicant file is created. The applicant file will contain the screening result, the reasons for the assigned grade, and the results/records for each search.

Property Screening Result

APPLICATION RESULT: ACCEPT APPLICANT (NORMAL DEPOSIT)

[Print](#) [Generate Letters](#) [Refresh](#)

Individual Result

Applicant Information

NAME: Kim M Remyinsalaco
 SSN: xxx-xx-4038
 DOB: 01/17/1975
 CURRENT ADDRESS: 1901 Copper Creek DR, Plano, TX, 75075

Additional Applicant Information

Residence History
 This applicant has rented or owned.
 TIME AT CURRENT ADDRESS: 2 years 1 months

Employment/Income
 PRIMARY INCOME: \$1984 per month
 PROPOSED RENT: \$900
 RENT/INCOME: 14%
 TIME AT CURRENT JOB: 2 years 8 months

Additional Income:

- Additional Applicant: \$4333 per month

Additional Information

Reasons for Result

- Minor level of late credit payments

Items to Review

- Account(s) Included in Bankruptcy
- CHECKPOINT MESSAGE in Bureau Report

Overview [Credit](#) [Criminal](#) [Civil Court](#) [Rental](#) [OFAC/SDN](#)

Service	Request Date	Completed Date	Status
Credit Report	02/20/2017 3:19 PM	02/20/2017 3:19 PM	Complete
Criminal Search	02/20/2017 3:19 PM	02/20/2017 3:19 PM	Meets Property Requirements No National Sex Offender Records Found No Criminal Records Found
Premium National Civil Court Records Search	02/20/2017 3:19 PM	02/20/2017 3:19 PM	Meets Property Requirements No Civil Court Records Found
Rental History Search	02/20/2017 3:19 PM	02/20/2017 3:19 PM	Meets Property Requirements No Records Found
OFAC Name Search	02/20/2017 3:19 PM	02/20/2017 3:19 PM	No Matches Found

Public Records Disclaimer (Click here to Open/Close)

Processing Information

DATE ENTERED: 02/20/2017 03:19 PM
 INPUT BY: scottc
 POLICY: SALES04
 MARKET SOURCE: Craigslist
 SITE CODE: rgprop09
 Reference: 28349057

The *Application Result* displayed at the top of the file is the final result that is sent back to the interface.

Property Screening Result	
APPLICATION RESULT: ACCEPT APPLICANT (NORMAL DEPOSIT)	
Print Generate Letters Refresh	
Applicant Information	
NAME: Kim Remyinsalaco	
SSN: xxx-xx-4038	
DOB: 01/17/1975	
EMAIL: N/A	
CURRENT ADDRESS: 1901 Copper Creek DR, Plano, TX 75075	
Additional Applicant Information	
<input type="button" value="Edit"/>	
Residence History	
This applicant has rented or owned.	
TIME AT CURRENT ADDRESS: 9 years 8 months	
Employment/Income	
PRIMARY INCOME: \$3000 per month	
PROPOSED RENT: \$1029	
RENT/INCOME: 13%	
TIME AT CURRENT JOB: 9 years 8 months	
Additional Income:	
<ul style="list-style-type: none">• Additional Applicant: \$5000 per month	
Individual Result	Accept Applicant (Normal Deposit)
Additional Information	Reasons for Result
	<ul style="list-style-type: none">• Minor level of late credit payments
	Items to Review
	<ul style="list-style-type: none">• Account(s) Included in Bankruptcy• CHECKPOINT MESSAGE in Bureau Report

The *Application Result* box will change depending on the type of result:

Accept or Accept with Conditions

APPLICATION RESULT: ACCEPT APPLICANT (NORMAL DEPOSIT)
--

Pending

APPLICATION RESULT: PENDING - IF ACCEPTED, NORMAL DEPOSIT
--

Reject

APPLICATION RESULT: DECLINE APPLICANT
--

The *Individual Result* will be listed below the *Application Result*. If the applicant is part of a group, the *Individual Result* may be different than the *Application Result* due to the co-applicant's results.

Property Screening Result

APPLICATION RESULT: ACCEPT APPLICANT (NORMAL DEPOSIT)

[Print](#) [Generate Letters](#) [Refresh](#)

Applicant Information
NAME: Kim M Remyinsalaco

Individual Result

Accept Applicant (Normal Deposit)

Additional Information

Property Screening Result

APPLICATION RESULT: DECLINE APPLICANT

[Print](#) [Generate Letters](#) [Refresh](#)

Applicant Information
NAME: Kim M Remyinsalaco

Individual Result

Accept Applicant (Normal Deposit)

Additional Information

The *Additional Information* section provides quick reference points for the leasing agent on why the applicant received the result, and which items on the file should be reviewed.

[Print](#) [Generate Letters](#) [Refresh](#)

Applicant Information
NAME: Kim M Remyinsalaco
SSN: xxx-xx-4038
DOB: 01/17/1975
CURRENT ADDRESS: 1901 Copper Creek DR, Plano, TX, 75075

Additional Applicant Information

Residence History
This applicant has rented or owned.
TIME AT CURRENT ADDRESS: 2 years 1 months

Employment/Income
PRIMARY INCOME: \$5984 per month

Individual Result

Decline Applicant

Additional Information

Reasons for Result

- Applicant has Negative Verifications
- Minor level of late credit payments

Items to Review

- Account(s) Included in Bankruptcy
- CHECKPOINT MESSAGE in Bureau Report

The *Reasons for Result* section will list any reason(s) that are affecting the applicant’s grade.

Print Generate Letters Refresh	Individual Result
Applicant Information NAME: Kim M Remyinsalaco SSN: xxx-xx-4038 DOB: 01/17/1975 CURRENT ADDRESS: 1901 Copper Creek DR, Plano, TX, 75075	Decline Applicant
Additional Applicant Information Residence History This applicant has rented or owned. TIME AT CURRENT ADDRESS: 2 years 1 months Employment/Income PRIMARY INCOME: \$5984 per month	Additional Information
	Reasons for Result
	<ul style="list-style-type: none"> Applicant has Negative Verifications Minor level of late credit payments
	Items to Review
	<ul style="list-style-type: none"> Account(s) Included in Bankruptcy CHECKPOINT MESSAGE in Bureau Report

***NOTE:** The reasons for result will always be listed on any “Guarantor Required,” “Increased Deposit,” or “Rejection” Adverse Action letter that you generate through the applicant file.

The *Items to Review* section will alert you of any credit checkpoint messages, civil court, criminal, RentBureau or re-evaluation results along with other items on the applicant file. These alerts do not impact the applicant’s result but are important to review.

Print Generate Letters Refresh	Individual Result
Applicant Information NAME: Kim M Remyinsalaco SSN: xxx-xx-4038 DOB: 01/17/1975 CURRENT ADDRESS: 1901 Copper Creek DR, Plano, TX, 75075	Decline Applicant
Additional Applicant Information Residence History This applicant has rented or owned. TIME AT CURRENT ADDRESS: 2 years 1 months Employment/Income PRIMARY INCOME: \$5984 per month	Additional Information
	Reasons for Result
	<ul style="list-style-type: none"> Applicant has Negative Verifications Minor level of late credit payments
	Items to Review
	<ul style="list-style-type: none"> Account(s) Included in Bankruptcy CHECKPOINT MESSAGE in Bureau Report

***NOTE:** If you have question about something listed in the “Items to Review” section, please contact our customer service team.


Phone: (800) 736-8476 option 1

E-mail: rs_support@yardi.com

Sample Additional Information Results

<p>Additional Information</p> <p>Reasons for Result</p> <ul style="list-style-type: none"> Rental History Does Not Meet Property Requirements No Credit Experience <p>Items to Review</p> <ul style="list-style-type: none"> CHECKPOINT MESSAGE in Bureau Report Rental History Records Found 	<p>Additional Information</p> <p>Reasons for Result</p> <ul style="list-style-type: none"> Applicant has Negative Verifications Bankruptcy or Foreclosure High level of late credit payments <p>Items to Review</p> <ul style="list-style-type: none"> CHECKPOINT MESSAGE in Bureau Report 	<p>Additional Information</p> <p>Reasons for Result</p> <ul style="list-style-type: none"> No Credit Experience <p>Items to Review</p> <ul style="list-style-type: none"> CHECKPOINT MESSAGE in Bureau Report Current Residence State And Zip-Code do not match
<p>Additional Information</p> <p>Reasons for Result</p> <ul style="list-style-type: none"> Moderate level of late credit payments <p>Items to Review</p> <ul style="list-style-type: none"> Reevaluation Complete 	<p>Additional Information</p> <p>Reasons for Result</p> <ul style="list-style-type: none"> Insufficient Income to Support Rent <p>Items to Review</p> <ul style="list-style-type: none"> Consumer reported deceased 	<p>Additional Information</p> <p>Reasons for Result</p> <ul style="list-style-type: none"> Criminal History Does Not Meet Property Requirements <p>Items to Review</p> <ul style="list-style-type: none"> IL - Supplemental Criminal Records Found
<p>Additional Information</p> <p>Reasons for Result</p> <ul style="list-style-type: none"> Civil Court History Does Not Meet Property Requirements <p>Items to Review</p> <ul style="list-style-type: none"> Number of inquiries in the Past 6 Months CHECKPOINT MESSAGE in Bureau Report Rental History Records Found Premium National Civil Court Records Found 	<p>Additional Information</p> <p>Reasons for Result</p> <ul style="list-style-type: none"> Criminal History Does Not Meet Property Requirements National Sex Offender History Does Not Meet Property Requirements <p>Items to Review</p> <ul style="list-style-type: none"> 1 Possible Match in OFAC Name Search Premium National Criminal Records Found 	<p>Additional Information</p> <p>Reasons for Result</p> <ul style="list-style-type: none"> Judgment or collection from Apartment Community Severe Level of Collection Items Limited Credit Experience <p>Items to Review</p> <ul style="list-style-type: none"> Account(s) Included in Bankruptcy Borrower deceased Inquiry from Apartment Community

At the bottom of the applicant file, you will see a tab for each service that has been requested. Clicking on any of the individual tabs will display the results/records for that search.

Print Generate Letters Refresh 	Individual Result
<p>Applicant Information</p> <p>NAME: Lenore Lewis SSN: xxx-xx-5900 DOB: 12/13/1952 CURRENT ADDRESS: 5 Gennaro CR, Wayland, MA, 01778</p> <hr/> <p>Additional Applicant Information</p> <p>Residence History This applicant has rented or owned. TIME AT CURRENT ADDRESS: 2 years 8 months</p> <p>Employment/Income PRIMARY INCOME: \$2146 per month PROPOSED RENT: \$900 RENT/INCOME: 11% TIME AT CURRENT JOB: 1 year 9 months</p> <p>Additional Income:</p> <ul style="list-style-type: none"> Additional Applicant: \$5984 per month 	Additional Information
	Accept with Conditions (Maximum Deposit)
	Reasons for Result <ul style="list-style-type: none"> High level of late credit payments
	Items to Review <ul style="list-style-type: none"> CHECKPOINT MESSAGE in Bureau Report
Overview Credit Criminal Civil Court Rental OFAC/SDN	

The number of tabs that are available within the applicant file are directly related to the type of services your property runs. No matter which services your property uses, there will always be an *Overview* tab.

Overview Credit OFAC/SDN
Overview Criminal OFAC/SDN
Overview Civil Court OFAC/SDN
Overview Credit Criminal Civil Court OFAC/SDN
Overview Credit Criminal Civil Court Rental OFAC/SDN
Overview Credit Criminal Civil Court Rental OFAC/SDN The Work Number

Overview Tab

The *Overview* tab will always be displayed by default when you access the applicant file.

Overview Credit Criminal Civil Court Rental OFAC/SDN			
Service	Request Date	Completed Date	Status
Credit Report	09/24/2014 6:01 PM	09/24/2014 6:01 PM	Complete
Criminal Search	09/24/2014 6:01 PM	09/24/2014 6:01 PM	Meets Property Requirements No National Sex Offender Records Found No Criminal Records Found
Premium National Civil Court Records Search	09/24/2014 6:01 PM	09/24/2014 6:01 PM	Does Not Meet Property Requirements Civil Court Records Found
Rental History Search	09/24/2014 6:01 PM	09/24/2014 6:01 PM	Meets Property Requirements No Records Found
OFAC Name Search	09/24/2014 7:10 PM	09/24/2014 7:10 PM	No Matches Found
Important Public Records Disclaimer (Click here to Open/Close)			

This tab lists the type of service, request date, completed date, and status for each search.

Overview Credit Criminal Civil Court Rental OFAC/SDN			
Service	Request Date	Completed Date	Status
Credit Report	09/24/2014 6:01 PM	09/24/2014 6:01 PM	Complete
Criminal Search	09/24/2014 6:01 PM	09/24/2014 6:01 PM	Meets Property Requirements No National Sex Offender Records Found No Criminal Records Found

The *Overview* tab will also display if any records have been found, if those records meet your property's requirements, or if the search is still in progress.

Overview Credit Criminal Civil Court Rental OFAC/SDN			
Service	Request Date	Completed Date	Status
Credit Report	09/25/2014 1:56 PM	09/25/2014 1:56 PM	Complete
Criminal Search	09/25/2014 1:55 PM	09/25/2014 1:59 PM	Does Not Meet Property Requirements National Sex Offender Records Found Criminal Records Found
Premium National Civil Court Records Search	09/25/2014 1:56 PM	09/25/2014 1:56 PM	Meets Property Requirements No Civil Court Records Found
Rental History Search	09/25/2014 1:55 PM	09/25/2014 1:55 PM	Meets Property Requirements Records Found
OFAC Name Search	09/25/2014 2:11 PM	09/25/2014 2:11 PM	1 Possible Match Found

Overview Credit Criminal Civil Court Rental OFAC/SDN			
Service	Request Date	Completed Date	Status
Credit Report	09/25/2014 1:56 PM	09/25/2014 1:56 PM	Complete
Criminal Search	09/25/2014 1:55 PM	N/A	Search In Progress
Premium National Civil Court Records Search	09/25/2014 1:56 PM	09/25/2014 1:56 PM	Meets Property Requirements No Civil Court Records Found
Rental History Search	09/25/2014 1:55 PM	09/25/2014 1:55 PM	Meets Property Requirements Records Found
OFAC Name Search	09/25/2014 1:57 PM	09/25/2014 1:57 PM	No Matches Found

Credit Tab

The *Credit* tab allows you to view the applicant's credit report. Even if your management company suppresses the applicant's credit information (Trade References/Collections/Legal sections), you will still have access to the applicant's personal information at the top of the credit report.

A. **Personal Information:** This section displays the applicant's full name, last 4 digits of their Social Security number, date of birth (if available), and any alias names that have been reported to the credit bureau.

B. **Address:** This section will list the applicant's primary address along with the last 2 former addresses that have been reported to the credit bureau.

C. **Employment:** This section will list any employer information that has been reported to the credit bureaus.

D. **Checkpoint Messages:** This section will list any messages from the credit bureau and may indicate suspicious activity involving the applicant's name, Social Security number and/or address. The applicant may have also requested that a specific message be attached to this section.

Overview	Credit	Criminal	Civil Court	Rental	OFAC/SDN
TRANSUNION TEST FACILITY CREDIT REPORT					
Personal Information					
Name: JOSEPH B CAT		SSN: XXX-XX-1281		A.	
Date of Birth: 12/1/1990					
Primary Address			Other Addresses		
Address: 2525 LITTER FANTASY ISLAND IL 60750		Address: 171 MAIN ST FANTASY ISLAND IL 60750		B.	
Filed: 08/1/2014		Filed: 11/12/2013			
		Address: 4801 N FEDERAL FANTASY ISLAND IL 60750			
Employment					
Company: FAMILY DENTISTRY				C.	
Verified: 08/7/2014					
Company: CHILDRENS MEDICAL CENTER					
Verified: 08/7/2014					
Checkpoint Messages					
ADDRESS TRANS-ALERT: Input address mismatch					
HAWK requested and clear					
D.					

*NOTE: If you have questions about an applicant's credit report contact our customer service team.

Phone: (800) 736-8476 option 1

E-mail: rs_support@yardi.com

The *Credit Summary* section provides a high-level snapshot of an applicant’s credit report. Along with categorizing each account, the *Credit Summary* will provide a recap of payment history, and monthly payment obligations.

Personal Information							
Name:	LENORE M LEWIS						
Date of Birth:	12/13/1952						
Primary Address							
Address:	5 GENNARO CR WAYLAND MA 01778-4436						
Filed:	05/6/2007						
Other Addresses							
Address:	S GENNARO CIRCLE WAYLAND MA 01778						
Filed:	01/19/2015						
Address:	20 WHISTLERS WY WAQUOIT MA 02536-5541						
Filed:	04/22/2014						
Checkpoint Messages							
CKPT: BUSINESS ON FACS+ FILE/MARILYN DIGIOVANNI/5 GENNARO CIR/WAYLAND MA 01778/508.650.0571							
INQUIRY ADDRESS: NON-RESIDENTIAL							
0084 SSN MATCHES							
SSN issued between 1962 and 1964							
Credit Summary							
Total # of Trades	25	30 Days Late	0				
Currently Satisfactory	25	60 Days Late	0				
Previously Delinquent	8	90 Days Late	0				
Currently Delinquent	0	120 Days Late	0				
Collections	0	Newest Trade	07/18/2015				
Charge-Offs	0	Oldest Trade	05/16/1983				
Legal Items	0	Inquires	1				
Open Accounts	Total Numbers	Accounts with a Balance	Balance	Available	Credit Limit	Debt to Credit Ratio	Monthly Payment Amount
Revolving	12	2	\$799	\$11,806	\$12,605	6%	\$40
Installment	0	0	\$0	\$0	\$0	0%	\$0
Mortgage	0	0	\$0	\$0	\$0	0%	\$0
Total	12	2	\$799	\$11,806	\$12,605	6%	\$40

*NOTE: If your company’s credit policy excludes the scoring of medical debt, and/or student loan accounts then these trade types will not be reported/included in the credit summary section.

Total # of Trades: Total number of trade reference accounts listed on the credit report.

Currently Satisfactory: The number of open trade reference accounts that have a payment history with the most recent month displaying as satisfactory.

Previously Delinquent: The number of open trade reference accounts that have a delinquent mark within the previous payment history but show the most recent month as current.

Currently Delinquent: The number of open trade reference accounts that have a delinquent mark within the most recent payment history month.

Collections: The number of accounts listed in a collection status. Includes accounts listed in the Trade Reference and Collection sections.

Charge-Offs: The number of Trade Reference accounts listed in a charge-off status.

Legal Items: The number of accounts listed in the legal section.

30 Days Late: The number of Trade Reference accounts that are currently in a 30 days delinquent payment status.

60 Days Late: The number of Trade Reference accounts that are currently in a 60 days delinquent payment status.

90 Days Late: The number of Trade Reference accounts that are currently in a 90 days delinquent payment status.

120 Days Late: The number of Trade Reference accounts that are currently in a 120 days delinquent payment status.

Newest Trade: Lists the opened date of the most recent Trade Reference account.

Oldest Trade: Lists the opened date of the oldest Trade Reference account.

Inquires: Lists the number of companies that have requested/pulled the applicant's credit file.

Credit Summary			
Total # of Trades	10	30 Days Late	0
Currently Satisfactory	10	60 Days Late	0
Previously Delinquent	5	90 Days Late	0
Currently Delinquent	0	120 Days Late	0
Collections	2	Newest Trade	08/28/2012
Charge-Offs	4	Oldest Trade	11/28/2006
Legal Items	3	Inquires	3

Open Accounts: A type of account on the applicant’s credit report with an open balance, or an active line of credit.

- **Mortgage:** A loan secured for the purpose of purchasing property.
- **Installment:** Accounts where the applicant pays a fixed payment for a fixed period of time, or until the debt is paid in full. (Example = Bank Loan)
- **Revolving:** Accounts created by the lender to represent debts where the outstanding balance does not have to be paid in full every month by the borrower to the lender. The borrower may be required to make a minimum monthly payment. (Example = Credit Card)
- **Total:** The combined totals from all of the different open accounts.
- **Other:** Account listed on the applicant’s credit under the collection, or legal sections.

Total Numbers: The total number of that type of open account.

Accounts with a Balance: The number of accounts with an open balance.

Balance: The combined balance amount for that type of account.

Available: The combined amount of available credit remaining for that type of account.

Credit Limit: The combined total credit limit for that type of account.

(Balance Amount + Available Credit = Credit Limit)

Debt to Credit Ratio: The percentage of total credit that the applicant has used.

(Credit Limit / Balance Amount = Debt to Credit Ratio)

Monthly Payment Amount: The combined monthly payment amount for that type of account.

Open Accounts	Total Numbers	Accounts with a Balance	Balance	Available	Credit Limit	Debt to Credit Ratio	Monthly Payment Amount
Mortgage	1	1	\$78,460	\$9,350	\$87,810	89%	\$783
Installment	1	1	\$7,002	\$10,850	\$17,852	39%	\$394
Revolving	4	3	\$2,679	\$-409	\$2,270	118%	\$0
Total	6	5	\$88,141	\$19,791	\$107,932	82%	\$1,177
Other	2	2	\$2,589	n/a	n/a	n/a	n/a

Each section clearly lists the name of the account and any pertinent details. In this example of a trade reference you can see the name of the account, any current balance, and the monthly payment history.

FIB (Sub# 08972731)																							
Account type: Installment		Responsibility: Joint																					
Current Balance:	\$3,966	Credit Limit:	\$7,500	Date Opened:	09/11/2004																		
Past Due Amount:	\$867	High Balance:	\$4,443	Last Active On:	n/a																		
Monthly Payment:	\$59	Acct. Terms:	M	Date Updated:	03/22/2008																		
Late Payments over the last 23 months :																							
1 payment over 30 days late; 1 payment over 90 days late;																							
2008		2007		2006																			
90	30	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK				
FEB	JAN	DEC	NOV	OCT	SEP	AUG	JUL	JUN	MAY	APR	MAR	FEB	JAN	DEC	NOV	OCT	SEP	AUG	JUL	JUN	MAY	APR	MAR
Delinquencies: Max: \$867; Acct delinquent 90 days																							
Remarks: Acct delinquent 90 days																							

Criminal Tab

The *Criminal* tab displays the results for any criminal services that have been requested on the applicant. This section will show the results for Premium National Criminal, Custom Criminal, Supplemental State/County Criminal, and Premium National Sex Offender Registry searches.

Overview	Credit	Criminal	Civil Court	OFAC/SDN
PREMIUM NATIONAL CRIMINAL RECORDS SEARCH				
REQUEST DATE	COMPLETED	STATUS		
09/11/2014 10:56 AM	09/11/2014 10:56 AM	Meets Property Requirements No National Sex Offender Records Found No Criminal Records Found		
Important Public Records Disclaimer (Click here to Open/Close)				

If your management company suppresses the criminal record details you will only see if criminal and/or sex offender registry records were found, and a “Meets Property Requirements” or “Does Not Meet Property Requirements” message.

PREMIUM NATIONAL CRIMINAL RECORDS SEARCH		
REQUEST DATE	COMPLETED	STATUS
10/02/2014 1:45 PM	10/02/2014 1:45 PM	Meets Property Requirements No National Sex Offender Records Found No Criminal Records Found

PREMIUM NATIONAL CRIMINAL RECORDS SEARCH		
REQUEST DATE	COMPLETED	STATUS
10/02/2014 2:25 PM	10/02/2014 2:25 PM	Does Not Meet Property Requirements No National Sex Offender Records Found Criminal Records Found

Premium National Criminal: Includes a national criminal and national sex offender search. Typically, these reports include the disposition date, arrest date, county, case number, defendant name, date of birth, race, sex, charge(s), disposition, and sentence. However, the information stored within the criminal record varies by state.

Overview	Credit	Criminal	Civil Court	Rental	OFAC/SDN
PREMIUM NATIONAL CRIMINAL RECORDS SEARCH					
REQUEST DATE	COMPLETED	STATUS			
09/24/2014 6:01 PM	09/24/2014 6:01 PM	Meets Property Requirements No National Sex Offender Records Found No Criminal Records Found			

Supplemental State/County Criminal: Provides a focused and thorough county or state criminal examination directed by the applicant’s address. Because the national criminal data repositories receive limited information from certain jurisdictions, supplemental searches are recommended in the following states: Alabama, California, Colorado, DC, Delaware, Idaho, Louisiana, Massachusetts, Maryland, Nevada, West Virginia, and Wyoming.

Overview	Credit	Criminal	Civil Court	Rental	OFAC/SDN
SUPPLEMENTAL CRIMINAL RECORDS SEARCH					
REQUEST DATE	COMPLETED	STATUS			
09/22/2014 11:07 PM	09/25/2014 1:59 PM	Meets Property Requirements IL - No Criminal Records Found			
PREMIUM NATIONAL CRIMINAL RECORDS SEARCH					
REQUEST DATE	COMPLETED	STATUS			
09/22/2014 11:07 PM	09/22/2014 11:07 PM	Meets Property Requirements No National Sex Offender Records Found No Criminal Records Found			

***NOTE:** Supplemental County level criminal search requests are sent out to the county courthouse specified by the applicant’s current address and have an average turnaround time of 3 to 5 business days.


Custom Criminal: Includes a custom criminal search that follows the steps and procedures that your management company has laid out.

Overview	Credit	Criminal	Civil Court	Rental	OFAC/SDN
CUSTOM CRIMINAL RECORDS SEARCH					
REQUEST DATE	COMPLETED	STATUS			
09/23/2014 10:20 AM	09/23/2014 10:20 AM	Meets Property Requirements No Criminal Records Found			

Premium National Sex Offender Registry: Checks each of the 50 state sex offender registries.

Overview	Credit	Criminal	Civil Court	OFAC/SDN
PREMIUM NATIONAL SEX OFFENDER REGISTRY SEARCH				
REQUEST DATE	COMPLETED	STATUS		
09/24/2014 6:01 PM	09/24/2014 6:01 PM	Meets Property Requirements No National Sex Offender Records Found		

Sample Premium National Criminal Records

Overview	Credit	Criminal	Offense	Civil Court	Rental	OFAC/SDN	Address
PREMIUM NATIONAL CRIMINAL RECORDS SEARCH							
REQUEST DATE	COMPLETED	STATUS					
10/14/2013 9:42 AM	10/14/2013 9:44 AM	Does Not Meet Requirements National Sex Offender Records Found Criminal Records Found					
BUX, OWEN				RECORD 1 OF 2			
Last Name: BUX	Sex: MALE						
First Name: OWEN	Race: WHITE						
DOB: 01/02/1977							
Record Type: Criminal							
State Of Record: IL							
Database: Adams County							
POSSESSION OF MARIJUANA 1/4				RECORD 1 - CHARGE 1			
File Date: 12/20/1997				Case #: D-6545014			
State Of Record: IL							
Jurisdiction: 110TH JUDICIAL DISTRICT COURT							
Offense: POSSESSION OF MARIJUANA 1/4							
Offense Date: 12/01/1997							
Disposition: CHARGE DISMISSED							
Disposition Date: 12/20/1997							
BUX, OWEN D				RECORD 2 OF 2			
Last Name: BUX	Sex: MALE						
First Name: OWEN	Race: WHITE						
Middle Name: D	Eyes: BLUE						
Alias: JOHN DOE	Hair: AUBURN						
Alias: GILLIGAN	Height: 5'10"						
Alias: THE MAC	Weight: 181						
Alias: PIMP DADDY KANE	Scars And Marks: TRIBAL TATTOO ON						
Alias: UPGRAYEDD	RIGHT SIDE OF NECK						
DOB: 01/02/1977							
Record Type: SexOff							
State Of Record: IL							
Database: Illinois Sex Offender Registry							
SEXUAL_BATTERY				RECORD 2 - CHARGE 1			
State Of Record: IL							
Offense: SEXUAL_BATTERY							
Disposition Date: 01/24/2000							
Verdict: GUILTY							
Place of Offense: ILLINIOS							
Photo Date: 2012-12-25							
Race-Nationality: WHITE							
Residential Address Begin Date: 1996-01-01							
Sex Offender Status: PAROLE							
Birth Year: 1977							
Important Public Records Disclaimer (Click here to Open/Close)							

Civil Court Tab

The *Civil Court* tab allows you to view the results for any civil court records search that has been requested. This section will include three different types of housing court records: New Filings, Civil Judgments and/or Forcible Detainers.

REQUEST DATE	COMPLETED	STATUS
09/25/2014 1:56 PM	09/25/2014 1:56 PM	Meets Property Requirements No Civil Court Records Found

Important Public Records Disclaimer (Click here to Open/Close)

If your management company suppresses the civil court record details you will only see if any records were found, and a “Meets Property Requirements” or “Does Not Meet Property Requirements” message.

REQUEST DATE	COMPLETED	STATUS
10/02/2014 2:25 PM	10/02/2014 2:25 PM	Meets Property Requirements No Civil Court Records Found

REQUEST DATE	COMPLETED	STATUS
10/02/2014 2:25 PM	10/02/2014 2:25 PM	Does Not Meet Property Requirements Civil Court Records Found

New Filings: A landlord has submitted paperwork to the court over a grievance. The case hasn’t gone before a judge yet, and no decision has been made in favor of either side.

Case #: 550GV1500238700	
FILING on 02/09/2015	
Plaintiff: A PROPERTY MANAGEMENT COMPANY	
Defendant: BAILEY, GERALD	
Address: 2000 MONTANA AVENUE EAST, SAINT PAUL MN 55106	
Court: RAMSEY COUNTY DISTRICT COURT	
Originating Court Department: CV	
Action Type	CIVIL NEW FILING ←
Filing Type: NEW SUIT	
Amount: 0.00	
Assets: 0.00	

Civil Judgments: The filed case has gone before a judge and a judgment has been determined. Generally, if the judgment is in favor of the defendant the case will be dismissed. If the judgment is in favor of the plaintiff the action may be a monetary amount that the tenant must pay to the landlord. This amount may be stated as part of the record.

Case #: 550GV1500238700	
FILING on 02/09/2015	
Plaintiff:	A PROPERTY MANAGEMENT COMPANY
Defendant:	BAILEY, GERALD
Address:	2000 MONTANA AVENUE EAST, SAINT PAUL MN 55106
Court:	RAMSEY COUNTY DISTRICT COURT
Originating Court Department:	CV
Action Type:	CIVIL JUDGMENT ←
Filing Type:	CIVIL JUDGMENT
Amount:	500.00
Assets:	0.00

Forcible Detainers: The tenant has failed to meet the judge’s requirements or has not paid the owed sum of money to the landlord. The landlord has given notice to the courts and has proceeded with removing the tenant from the property.

Case #: 550GV1500238700	
FILING on 02/09/2015	
Plaintiff:	A PROPERTY MANAGEMENT COMPANY
Defendant:	BAILEY, GERALD
Address:	2000 MONTANA AVENUE EAST, SAINT PAUL MN 55106
Court:	RAMSEY COUNTY DISTRICT COURT
Originating Court Department:	CV
Action Type:	FORCIBLE ENTRY/DETAINER ←
Filing Type:	FORCIBLE DETAINER
Amount:	0.00
Assets:	0.00

Sample Premium National Civil Court Records

Overview	Credit	Criminal	Civil Court	Rental	OFAC/SDN
PREMIUM NATIONAL CIVIL COURT RECORDS SEARCH					
REQUEST DATE	COMPLETED	STATUS			
06/24/2019 9:13 AM	06/24/2019 9:13 AM	Meets Property Requirements Civil Court Records Found			
Case #: 62HGCV15733					
FILING on 04/03/2015					
Plaintiff: A PROPERTY MANAGEMENT COMPANY					
Defendant: BAILEY, GERALD					
Address: 2000 MONTANA AVENUE EAST, SAINT PAUL MN 55106					
Court: RAMSEY COUNTY DISTRICT COURT					
Originating Court Department: CV					
Action Type: CIVIL NEW FILING					
Filing Type: NEW SUIT					
Amount: 0.00					
Assets: 0.00					
Case #: 62HGCV152294					
FILING on 09/30/2015					
Plaintiff: A PROPERTY MANAGEMENT COMPANY					
Defendant: BAILEY, GERALD					
Address: 2000 MONTANA AVENUE EAST, SAINT PAUL MN 55106					
Court: RAMSEY COUNTY DISTRICT COURT					
Originating Court Department: CV					
Action Type: CIVIL NEW FILING					
Filing Type: NEW SUIT					
Amount: 0.00					
Assets: 0.00					
Case #: 62HGCV142159					
FILING on 08/20/2014					
Plaintiff: A PROPERTY MANAGEMENT COMPANY					
Defendant: BAILEY, GERALD					
Address: 2000 MONTANA AVENUE EAST, SAINT PAUL MN 55106					
Court: RAMSEY COUNTY DISTRICT COURT					
Originating Court Department: CV					
Action Type: CIVIL NEW FILING					
Filing Type: NEW SUIT					
Amount: 0.00					
Assets: 0.00					
Customer Acknowledgment (Click here to Open/Close)					

OFAC/SDN Tab

OFAC/SDN stands for Office of Foreign Assets Control/Specially Designated Nationals, which is part of the US Department of the Treasury. The OFAC department administers and enforces economic sanctions programs primarily against countries and groups of individuals such as terrorists, money launderers, narcotic traffickers, and other high-level offenders. Sanctions can be either comprehensive or selective, using the blocking of assets and trade restrictions to accomplish foreign policy and national security goals.

REQUEST DATE	COMPLETED	STATUS
09/25/2014 4:37 PM	09/25/2014 4:37 PM	No Records Found
Database(s) Searched: US Treasury Department - OFAC - SDN & Blocked Persons		

OFAC is a name match only search and returns instant results. If you receive any possible matches on the OFAC search, please contact our customer service department to request a free crosscheck on the results. We will help to determine if it is a true OFAC match or if it's a false positive.

Service	Request Date	Completed Date	Status
Credit Report	10/02/2014 3:40 PM	10/02/2014 3:40 PM	Complete
OFAC Name Search	10/02/2014 3:40 PM	10/02/2014 3:40 PM	1 Possible Match Found

Service	Request Date	Completed Date	Status
Credit Report	10/02/2014 11:17 AM	10/02/2014 11:17 AM	Complete
Criminal Search	10/02/2014 11:17 AM	10/02/2014 11:17 AM	Meets Property Requirements No National Sex Offender Records Found No Criminal Records Found
Premium National Civil Court Records Search	10/02/2014 11:17 AM	10/02/2014 11:17 AM	Meets Property Requirements No Civil Court Records Found
Rental History Search	10/02/2014 11:17 AM	10/02/2014 11:17 AM	Meets Property Requirements No Records Found
OFAC Name Search	10/02/2014 11:17 AM	10/02/2014 11:17 AM	No Matches Found

***NOTE:** Contact our customer service team to put in a crosscheck request on any possible OFAC matches.

Phone: (800) 736-8476 option 1

E-mail: rs_support@yardi.com

Sample OFAC Records

Overview	Credit	Criminal	Civil Court	Rental	OFAC/SDN
Service	Request Date	Completed Date	Status		
Credit Report	09/25/2014 5:16 PM	09/25/2014 5:16 PM	Complete		
Criminal Search	09/25/2014 5:16 PM	09/25/2014 5:16 PM	Meets Property Requirements No National Sex Offender Records Found No Criminal Records Found		
Premium National Civil Court Records Search	09/25/2014 5:16 PM	09/25/2014 5:16 PM	Meets Property Requirements No Civil Court Records Found		
Rental History Search	09/25/2014 5:16 PM	09/25/2014 5:16 PM	Meets Property Requirements Records Found		
OFAC Name Search	09/25/2014 5:16 PM	09/25/2014 5:16 PM	1 Possible Match Found		


Overview	Credit	Criminal	Rental	OFAC/SDN
OFAC/SDN SEARCH				
REQUEST DATE	COMPLETED	STATUS		
09/25/2014 5:01 PM	09/25/2014 5:01 PM	1 Possible Record Found		
Database(s) Searched:	US Treasury Department - OFAC - SDN & Blocked Persons			
COMERCIAL JOANA, S.A. DE C.V. - unknown				
ADDRESS	DATABASE			
General Eulogio Parra No. 1750-C, Col. El Retiro Guadalajara, Jalisco Mexico	US Treasury Department - OFAC - SDN & Blocked Persons			
General Eulogio Parra No. 61, Interior Z, Col. El Retiro Guadalajara, Jalisco Mexico				
Parras No. 1750, Col. Educacion Alamos Guadalajara Mexico				
Calle General Eulogio Parra Numero 61-Z, Col. El Retiro Guadalajara, Jalisco 44280 Mexico				
RECORD ID	PROGRAM	REMARKS		
10651	SDNTK	R.F.C. CJO010202HQH (Mexico); alt. R.F.C. CJO010202HQ4 (Mexico).		

Overview	Credit	OFAC/SDN
OFAC/SDN SEARCH		
REQUEST DATE	COMPLETED	STATUS
09/25/2014 4:45 PM	09/25/2014 4:45 PM	1 Possible Record Found
Database(s) Searched:	US Treasury Department - OFAC - SDN & Blocked Persons	
AL ZAWAHIRI, Dr. Ayman - individual		
ALIAS	DATABASE	
aka: AL-ZAWAHIRI, Ayman	US Treasury Department - OFAC - SDN & Blocked Persons	
aka: SALIM, Ahmad Fuad		
aka: AL-ZAWAHIRI, Aiman Muhammad Rabi		
RECORD ID	PROGRAM	REMARKS
2676	SDGT]	DOB 19 Jun 1951; POB Giza, Egypt; Passport 1084010 (Egypt); alt. Passport 19820215; Operational and Military Leader of JIHAD GROUP.

*NOTE: You can learn more at <http://www.ustreas.gov/offices/enforcement/ofac>.

Rental Tab

The *Rental* tab contains the search results from Experian's RentBureau database and is pulled using the applicant's Social Security number.

Overview	Credit	Criminal	Civil Court	Rental	OFAC/SDN								
RENTAL HISTORY SEARCH													
REQUEST DATE		COMPLETED		STATUS									
09/25/2014 5:16 PM		09/25/2014 5:16 PM		Meets Property Requirements Records Found									
Personal Information													
Name: VINNIE AOACOMMON		SSN: XXX-XX-4757											
DOB: Jul 31, 1984		DL: 4045556654 DL State:											
Address: 100 West Mud Place APT 319 Tomorrow, IL 60750													
Employment: Local Gym - Personal Trainer; Annual Income: 38500 Years on Job:													
- Tenant Information (Click Here to Open/Close)													
Lease Address: 100 West Mud Place APT 319 Tomorrow, IL 60750													
Property Information: Rental Land Rentalland Lakes 612-555-2222													
Property Address: 100 West Mud Place Tomorrow, IL 60750													
Reasons for Recommendation:													
This Payment History meets requirements													
Lease information:													
Begin: Jan 1, 2009		Move in:											
End:		Move out:		Dec 26, 2010									
Notice:													
Payment History:													
2010 - 2009		Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
		P	P	P	P	P	P	P	P	P	.	P	P
2009 - 2008		Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
	
W - Rent Write-off		U - Non-Rent Write-off		O - Outstanding balance			N - NSF		L - Late		P - Paid as Agreed		
Rent:	\$1100.00	Total Rent Paid:			\$12100.00			Total Write-Offs:		\$0.00			
+ Consumer Statement (Click Here to Open/Close)													
- Consumer Dispute Contact (Click Here to Open/Close)													
To Contact RentBureau: P.O. Box 26 Allen, TX 75013 1-877-704-4519													
Powered by 													

A RentBureau file contains any positive and/or negative rental history reported to the bureau. A file can contain an applicant's previous address with monthly payment history, bad checks, insufficient funds, unfulfilled lease terms, outstanding balances, write-offs, and/or previous collections activity.

Reasons for Recommendation:													
This Payment History meets requirements													
The following elements in this Payment History did not contribute to the Rental History Evaluation:													
<ul style="list-style-type: none"> Late payments are too old to be considered in the Rental History Evaluation 													
Lease information:													
Begin: Jan 1, 2008		Move in:											
End:		Move out:		Jan 1, 2010									
Notice:													
Payment History:													
2010 - 2009		Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar
		P	P	L	L	L	P	P	L	P	L	L	L
2009 - 2008		Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar
	
W - Rent Write-off		U - Non-Rent Write-off		O - Outstanding balance			N - NSF		L - Late		P - Paid as Agreed		
Rent:	\$1000.00	Total Rent Paid:			\$12000.00			Total Write-Offs:		\$0.00			

The type of negative record contained within a RentBureau file will be listed under the *Rental* tab's Reasons section only if it caused a denied result.

Overview Credit Criminal Civil Court **Rental** OFAC/SDN

RENTAL HISTORY SEARCH

REQUEST DATE	COMPLETED	STATUS
09/25/2014 5:22 PM	09/25/2014 5:22 PM	Does Not Meet Property Requirements Records Found

Reasons:

- Write-Offs

Personal Information

Name: LOUIS AMACOMMON SSN: XXX-XX-0031
 DOB: May 20, 1983 DL: 4045558974 DL State: GA
 Address: 100 West Mud Place APT 318 Tomorrow, IL 60750
 Employment: CreditCo - Analyst; Annual Income: 51000 Years on Job:

- Tenant Information (Click Here to Open/Close)

Lease Address: 100 West Mud Place APT 318 Tomorrow, IL 60750
 Property Information: Rental Land Rentalland Lakes 612-555-2222
 Property Address: 100 West Mud Place Tomorrow, IL 60750

Reasons for Recommendation:
 The following elements in this Payment History contributed to the negative Rental History Evaluation:

- Write-Offs

Lease Information:

Begin: Apr 1, 2008 Move in:
 End: Move out: Feb 21, 2010
 Notice:

Payment History:

	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar
2010 - 2009	W	P	P	P	P	P	P	P	P	P	P	.
2009 - 2008

W - Rent Write-off U - Non-Rent Write-off O - Outstanding balance N - NSF L - Late P - Paid as Agreed

Rent: \$1000.00 Total Rent Paid: \$9500.00 Total Write-Offs: \$2500.00

If your management company has requested to suppress the actual RentBureau record details for the applicants, you will only see a "Meets Property Requirements" or "Does Not Meet Property Requirements" status along with any reason(s) for the result.

RENTAL HISTORY SEARCH

REQUEST DATE	COMPLETED	STATUS
09/25/2014 5:34 PM	09/25/2014 5:34 PM	Does Not Meet Property Requirements Records Found

Reasons:

- Write-Offs

Personal Information

Name: RICHARD AHACOMMON SSN: XXX-XX-0965
 DOB: Sep 13, 1985 DL: DL State:
 Address: 7 RED OAK AVENUE L-3 TOMORROW, IL 60750
 Employment: - ; Annual Income: Years on Job:


- Consumer Dispute Contact (Click Here to Open/Close)

To Contact RentBureau: P.O. Box 26 Allen, TX 75013 1-877-704-4519

Powered by 

Sample RentBureau Record

Overview	Credit	Criminal	Civil Court	Rental	OFAC/SDN							
RENTAL HISTORY SEARCH												
REQUEST DATE	COMPLETED		STATUS									
09/25/2014 5:34 PM	09/25/2014 5:34 PM		Does Not Meet Property Requirements Records Found									
Reasons:												
<ul style="list-style-type: none"> • Write-Offs 												
Personal Information												
Name: RICHARD AHACOMMON			SSN: XXX-XX-0965									
DOB: Sep 13, 1985			DL: DL State:									
Address: 7 RED OAK AVENUE L-3 TOMORROW, IL 60750												
Employment: - ; Annual Income: Years on Job:												
- Tenant Information (Click Here to Open/Close)												
Lease Address: 11 ATLANTIC DR APT 5311 Tomorrow, IL 60750												
Property Information: Apartment Company APTCO Estates												
Property Address: 11 ATLANTIC DR Tomorrow, IL 60750												
Reasons for Recommendation:												
The following elements in this Payment History contributed to the negative Rental History Evaluation:												
<ul style="list-style-type: none"> • Write-Offs 												
The following elements in this Payment History did not contribute to the Rental History Evaluation:												
<ul style="list-style-type: none"> • Late payments are too old to be considered in the Rental History Evaluation 												
Lease information:												
Begin:	Feb 1, 2008		Move in:									
End:			Move out:	Sep 11, 2009								
Notice:												
Payment History:												
2009 - 2008	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov
	W	L	L	P	P	P	P	P	P	.	.	.
2008 - 2007	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov

W - Rent Write-off	U - Non-Rent Write-off		O - Outstanding balance			N - NSF		L - Late	P - Paid as Agreed			
Rent:	\$700.00	Total Rent Paid:		\$5600.00		Total Write-Offs:		\$4650.00				
- Collection (Click Here to Open/Close)												
Reasons for Recommendation:												
This Collection is too old to be considered for evaluation												
Address on file: 7 RED OAK AVENUE L-3 TOMORROW, IL 60750												
Collection Alert:												
Collection Amount:	\$767.93		Status:	Open								
Date Placed:	Sep 18, 2011		Creditor:	Collection Agency Name								
Amount Collected:	\$0.00		Contact Phone:	4-045-551-234								
Balance:	\$809.59											
- Consumer Dispute Contact (Click Here to Open/Close)												
To Contact RentBureau: P.O. Box 26 Allen, TX 75013 1-877-704-4519												
Powered by 												

The Work Number Tab

The Work Number searches a database maintained by Equifax Verification Services and is launched as a final-tier automatic service for applications with a passing application result. The Work Number report provides employment, salary, and payroll data on individual applicants.

APPLICATION RESULT: ACCEPT APPLICANT (NORMAL DEPOSIT) ✓ TWN Verified.

[Print](#) [Generate Letters](#) [Refresh](#)

Applicant Information

NAME: Laurie Anderson
 SSN: xxx-xx-5730
 DOB: 08/08/1949
 EMAIL: N/A
 CURRENT ADDRESS: 9817 Loop BV, California City, CA 93505

Additional Applicant Information

[Edit](#)

Residence History

This applicant has rented or owned.
 TIME AT CURRENT ADDRESS: 10 years 3 months

Employment/Income

PRIMARY INCOME: \$7000 per month
 PROPOSED RENT: \$0
 RENT/INCOME: 0%
 TIME AT CURRENT JOB: 10 years 3 months

Individual Result

Accept Applicant (Normal Deposit)

Additional Information

Items to Review

- CHECKPOINT MESSAGE in Bureau Report
- The Work Number Records Found

[Overview](#)
[Credit](#)
[Criminal](#)
[Civil Court](#)
[Rental](#)
[OFAC/SDN](#)
[The Work Number](#)

THE WORK NUMBER

REQUEST DATE	COMPLETED	STATUS	REPORT
05/19/2020 04:00 PM	05/19/2020 04:00 PM	Records Found	

[Customer Acknowledgment \(Click here to Open/Close\)](#)

***NOTE:** Results of The Work Number service do not affect the applicant’s individual or application result.

If a The Work Number record is found for the applicant, the status will read “Records Found,” and there will be an Item to Review noting that The Work Number records were found.

[Overview](#)
[Credit](#)
[Criminal](#)
[Civil Court](#)
[Rental](#)
[OFAC/SDN](#)
[The Work Number](#)

THE WORK NUMBER


REQUEST DATE	COMPLETED	STATUS	REPORT
05/19/2020 04:00 PM	05/19/2020 04:00 PM	Records Found	

[Customer Acknowledgment \(Click here to Open/Close\)](#)

© 2020 RentGrow, Inc., a wholly owned subsidiary of Yardi Systems, Inc. All rights reserved.
 CONFIDENTIAL – DO NOT DISCLOSE TO THIRD-PARTIES.

75

Click the PDF icon under the *Report* column to access the applicant's The Work Number record.

Overview	Credit	Criminal	Civil Court	Rental	OFAC/SDN	The Work Number
THE WORK NUMBER						
REQUEST DATE	COMPLETED	STATUS	REPORT			
05/19/2020 04:00 PM	05/19/2020 04:00 PM	Records Found				
Customer Acknowledgment (Click here to Open/Close)						


The *Order Information* section of the report lists when and why the report was requested. Within this section.

ORDER INFORMATION	
Verified On:	03/06/2019
Verification Type:	Employment / Income
Permissible Purpose:	I have a legitimate business need for the information in connection with a business transaction initiated by the employee, or to review the employee's account to determine whether the employee continues to meet the terms of the account
Reference Number:	100105748103
Tracking Number:	34654028

Within the *Employer* section of the report:

- **Employer** will list the employer's name and employer code (a five-digit number that identifies the employer in The Work Number database) in parenthesis to the right of the name.
- **Employer Disclaimer** will only be present if there are any additional notes or disclaimers associated with that company in The Work Number database.

EMPLOYER	
Employer:	Enterprise (90001)
Employer Disclaimer:	This is a test company note.



The *Employment* section of the report details the applicant's employment status, most recent start date, total time with employer, and current job title.

EMPLOYMENT	
Employment Status:	Active
Most Recent Start Date:	02/15/2017
Total Time With Employer:	1 Years, 11 Months
Job Title:	DEMO EMPLOYEE

Within the *Income* section of the report:


- **Employee Rate of Pay** specifies the dollar amount the applicant receives in payment for a given payment frequency.
- **Employee Pay Frequency** specifies how often the applicant is receiving the amount listed for *Employee Rate of Pay*.
- **Avg. Hrs. Worked / Pay Period** represents the average total number of hours that is associated with the applicant's paycheck (e.g., weekly would be 40 hours; biweekly would be 80 hours).
- **Calculated Annual Income** represents the expected annual income based on the pay rate, pay frequency, and hours worked.

INCOME	
Employee Rate of Pay:	\$20.77
Employee Pay Frequency:	Hourly
Avg. Hrs. Worked / Pay Period:	40
Calculated Annual Income:	Data not provided

The *Annual Income Summary* section of the report contains information on the total income received for current and previous years.

ANNUAL INCOME SUMMARY	
	Total
2019	\$3,142.40
2018	\$0.00
2017	\$0.00

Sample The Work Number Report



Laurie Anderson XXX-XX-5730

VERIFICATION SERVICES

CURRENT AS OF 06/01/2018

ORDER INFORMATION

Verified On: 03/06/2019
 Verification Type: Employment / Income
 Permissible Purpose: I have a legitimate business need for the information in connection with a business transaction initiated by the employee, or to review the employee's account to determine whether the employee continues to meet the terms of the account

Reference Number: 100105748103
 Tracking Number: 34654028

EMPLOYER

Employer: FICO (87654)

EMPLOYMENT

Employment Status: Active
 Most Recent Start Date: 12/30/2011
 Total Time With Employer: 6 Years, 5 Months
 Job Title: DEMO EMPLOYEE

INCOME

Employee Rate of Pay: \$72,433.61
 Employee Pay Frequency: Annual
 Avg. Hrs. Worked / Pay Period: 40
 Calculated Annual Income: \$72,433.61

ANNUAL INCOME SUMMARY

	Total
2018	\$29,702.03
2017	\$69,216.93
2016	\$65,735.83

The statement above is an official verification generated from The Work Number. Because this verification is system-generated with data that originated directly from the employer's payroll system, it is tamper-resistant and represents a higher level of authenticity than employee-furnished copies of paystubs or W2s. If any information is missing, it is because the employer did not provide this information for inclusion in The Work Number verification. Information not provided by the employer is showing as "Data Not Provided". Note: If this person left this employer and was rehired later, the "Total Time with Employer" amount will likely be understated and will only reflect the most recent consecutive months of service. Questions? Call 1-800-996-7566 (Hearing impaired clients may call 1-800-424-0253 / TTY).

Overview of the Applicant File Links

Within each applicant file, there are three navigation links: **Print**, **Generate Letter**, and **Refresh**.

Property Screening Result	
APPLICATION RESULT: ACCEPT WITH CONDITIONS (MAXIMUM DEPOSIT)	
Print Generate Letters Refresh	Individual Result
	Accept with Conditions (Maximum Deposit)
Applicant Information	Additional Information
NAME: Laurie Anderson	Reasons for Result
SSN: xxx-xx-5730	

Print: This link allows the user to print out the applicant file. It is recommended you confirm that all of the requested services have been completed before printing the applicant file.

Property Screening Result	
APPLICATION RESULT: ACCEPT WITH CONDITIONS (MAXIMUM DEPOSIT)	
Print Generate Letters Refresh	Individual Result
	Accept with Conditions (Maximum Deposit)
Applicant Information	Additional Information
NAME: Laurie Anderson	

Generate Letter: Provides a selection of FCRA compliant Adverse Action letters to print or e-mail. Fair Credit Reporting Act guidelines require you to send FCRA compliant letters to any applicant that has received a result requiring a guarantor, increased deposit, or rejection.

Property Screening Result	
APPLICATION RESULT: ACCEPT WITH CONDITIONS (MAXIMUM DEPOSIT)	
Print Generate Letters Refresh	Individual Result
	Accept with Conditions (Maximum Deposit)
Applicant Information	Additional Information
NAME: Laurie Anderson	

Refresh: Pulls in any completed search results that might have displayed as “in progress” earlier.

Property Screening Result	
APPLICATION RESULT: ACCEPT WITH CONDITIONS (MAXIMUM DEPOSIT)	
Print Generate Letters Refresh	Individual Result
	Accept with Conditions (Maximum Deposit)
Applicant Information	Additional Information
NAME: Laurie Anderson	Reasons for Result
SSN: xxx-xx-5730	

Navigation Links within the Property Page

Find Applicant: This link shows a list of previously entered applicants. You may search for a previously entered applicant by either their last name or the last four digits of their Social Security number. Click on the applicant's name to access their file.

Find Applicant Help Logout									
Search for an Applicant		Applicant Name	SSN	Reference	Print	Date Entered	Entered By	Score	Group
Last name: (at least first letter)		Buffy Aiacommon	X-5523	16589958	<input type="checkbox"/>	10/14/2013 3:54 PM	collinss	R	
Last 4 digits of SSN:		Neena Afacommon	X-2847	16589942	<input type="checkbox"/>	10/14/2013 3:52 PM	collinss	A	
Search last:		Joan Aoacommon	X-9258	16589325	<input type="checkbox"/>	10/14/2013 2:09 PM	collinss	B	
30 Days		Paul Anacommon	X-1555	16589312	<input type="checkbox"/>	10/14/2013 2:07 PM	collinss	R	
Search		Jose Adacommon	X-5138	16589306	<input type="checkbox"/>	10/14/2013 2:06 PM	collinss	R	
		Michael Abacommon	X-9627	16589287	<input type="checkbox"/>	10/14/2013 2:02 PM	collinss	B	
		Ayman al-Zawahiri	NO SSN	16589087	<input type="checkbox"/>	10/14/2013 1:25 PM	collinss	C	
		John Doe	NO SSN	16588003	<input type="checkbox"/>	10/14/2013 9:42 AM	collinss	R	

Help: This link contains contact information for ScreeningWorks PRO's Sales, Billing and Customer Service departments including hours of operation, a customer FAQ, applicant dispute forms, and other useful information.

Find Applicant Help Logout	
Customer Service Hours Frequently Asked Questions	<h3>Customer Help</h3> <p>Your satisfaction with YARDI Resident Screening's products and services is our first priority! We are committed to delivering the best resources and products you need to meet your business objectives. Our friendly and knowledgeable Customer Service Representatives are available to assist you with any questions that you may have. Please call toll-free 800-736-8476 and choose Option 1. Or e-mail rs_support@yardi.com.</p> <p><i>YARDI Resident Screening</i> 307 Waverley Oaks Road STE 301 Waltham, MA 02452</p> <hr/> <h4>Sales and Product Inquiries</h4> <p>E-mail: rs_sales@yardi.com Toll-free: 800-736-8476 Option 4</p> <hr/> <h4>Billing Inquiries</h4> <p>E-mail: rs_billing@yardi.com Toll-free: 800-736-8476 Option 3</p> <hr/> <h4>Applicant Disputes/Information</h4> <p>For more information click here or call Toll-free: 800-736-8476 Option 2</p>

Logout: Clicking this link logs the user out of the property and brings up the login page. This is the only way to fully logout of ScreeningWorks PRO, after which you can close out the pop-up window.


ScreeningWorks PRO	
Find Applicant Help Logout	<div style="border: 2px solid red; padding: 10px;"> <h2 style="text-align: center;">ScreeningWorks PRO</h2> <p style="text-align: center;">LOGIN</p> <p>Username: <input type="text" value="username1"/></p> <p>Password: <input type="password" value="....."/></p> <p style="text-align: center;"><input type="button" value="Login"/></p> </div>

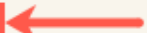
Instructions on Generating an Adverse Action Letter

1. To generate an Adverse Action letter for your applicant, access the applicant file and choose the letter type that you wish to generate. Click the **Generate Letters** link and select the Adverse Action letter that applies to your applicant.

Property Screening Result

APPLICATION RESULT: DECLINE APPLICANT

[Print](#) [Generate Letters](#) [Refresh](#) 

[Conditional Rejection](#) 

Applicant Information

NAME: Michael M Kristinek
SSN: xxx-xx-2423
DOB: 04/10/1948
CURRENT ADDRESS: 2711 109th ST, Lubbock, TX 79423

Additional Applicant Information

[Edit](#)

Residence History

This applicant has rented or owned.
TIME AT CURRENT ADDRESS: 8 years 4 months

Individual Result

Decline Applicant

Additional Information

Reasons for Result

- Severe level of Charge-offs
- Insufficient Income to Support Rent
- Moderate level of late credit payments

Items to Review

- Consumer statement present
- CHECKPOINT MESSAGE in Bureau Report


2. The applicant's Adverse Action Letter will generate, and you will have the option to print a copy or email it to the applicant. To print a copy, click the **Print** button.

[Go to Applicant File](#)

USE THE FOLLOWING FOR EMAIL:

Applicant's Email Address:

Please review applicant's email address and check when confirmed:

[Print](#)  [Email](#)

Property Email Address: **amanda.bonnell@email.com**

Altitude at Amanda
400 5th ave
Waltham, MA 02451
May 29, 2018
Michael M. Kristinek
2711 109th ST
Lubbock, TX 79423

Instructions on E-mailing an Adverse Action Letter

1. To manually e-mail the Adverse Action letter to an applicant, you must first generate the letter through the applicant file.

USE THE FOLLOWING FOR EMAIL:

Applicant's Email Address: Property Email Address: **property@email.com**

Please review applicant's email address and check when confirmed:

Collins Place
307 Waverley Oaks Rd.
Waltham, MA 02452

Nov 4, 2014
Owen Bux
8410 S Exchange ST
Fantasy Island, IL 60750

Dear Owen Bux:

Thank you for your recent application. We regret that we are unable to approve your request.

Your application was processed by a scoring system that assigns a grade using the various items we consider in evaluating an application. The information you provided for your application did not meet our criteria for approval at this time. We are hereby informing you of certain information pursuant to the Fair Credit Reporting Act, as amended by the Consumer Credit Reporting Reform Act of 1996.

2. Enter the applicant's e-mail address into the appropriate field. If your management company has requested that we send a copy of the Adverse Action letter to an internal property/corporate e-mail, the email address to which it will be sent will be shown on the right-hand side of the screen.

USE THE FOLLOWING FOR EMAIL:

Applicant's Email Address: Property Email Address: **property@email.com**

Please review applicant's email address and check when confirmed:

3. Put a checkmark in the box below the applicant e-mail field to confirm that you have reviewed the applicant's e-mail address and verified its accuracy. Click the **Email** button to submit the request.

USE THE FOLLOWING FOR EMAIL:

Applicant's Email Address: Property Email Address: **property@email.com**

Please review applicant's email address and check when confirmed:

4. Once the Adverse Action letter has been submitted, a green message will appear confirming that the e-mails have been sent out. This message is temporary and will disappear once you leave the page.

USE THE FOLLOWING FOR EMAIL:

Applicant's Email Address: Property Email Address: **property@email.com**

Please review applicant's email address and check when confirmed:

FCRA Letter has been sent by email.

Sample Adverse Action Letter

Allison Terrace
123 Allison Terrace
Rossville, GA 30741

May 11, 2020

Brian Blakely
1077 S Hayworth AV
Los Angeles, CA 90035

Dear Brian Blakely,

Thank you for your recent rental application. You authorized us to obtain a tenant screening report containing credit and other information about you to help us evaluate whether you meet the rental criteria for the property where you applied. If a copy of our screening criteria was not already provided to you, please contact the property for this information.

Your rental application has been declined because you (or the group you applied with) did not meet the property's minimum rental requirements. Specifically:

* Judgment or Collection from Utility Provider

We are providing you with this adverse action notice in accordance with the Fair Credit Reporting Act, 15 U.S.C. section 1681 et seq.

Although we are solely responsible for our rental decision, it was based in whole or in part on information contained in a tenant screening report provided to us by:

RentGrow, Inc.
177 Huntington Ave, Suite 1703 #74213
Boston, MA 02155-3153
(800) 898-1351
/www.rentgrow.com

Because we made the decision about your rental application, RentGrow cannot address the specific reasons for our decision. However, you can contact RentGrow directly to get a copy of your tenant screening report. If you applied as part of a group, please note that RentGrow cannot share any other group member's tenant screening report with you, and RentGrow will not share your tenant screening report with any other group member. You also have the right to:

- * Obtain a free copy of your tenant screening report from RentGrow by contacting them directly within 60 days of receipt of this notice.
- * Contact RentGrow directly to initiate a dispute of any information in your tenant screening report you believe is inaccurate or incomplete.
- * Obtain a free copy of your credit report directly from Experian, which provided it to RentGrow, if you request it from the credit bureau within 60 days from the date of this notice. The credit bureau's contact information is listed on your tenant screening report and is also readily available on-line.

You may also have additional rights under the credit reporting or consumer protection laws in your state. For more information, please contact your state or local consumer protection agency or state attorney general's office.

CREDIT SCORE DISCLOSURE

If your tenant screening report includes a VantageScore® or FICO® credit score, our decision may also have been based in whole or in part on that score. Your credit score is a number between 300 and 850 and is a reflection of the information in your credit report and can change depending on how the information in your credit report changes. RentGrow plays no role in how your credit score is determined.

- * Your credit score: Not applicable
- * Date of your credit score: Not applicable
- * Source of your credit score: Not applicable
- * Key factors that adversely affected your credit score: Not applicable

Reject Property-Level Text

Thank you.

Copyright Notice

This document, presentation and/or video (collectively, “document”) is protected by copyright, trademark and other intellectual property laws. Use of this document is subject to the terms and conditions of an authorized Yardi Systems, Inc. software license or other agreement including, but not limited to, restrictions on its use, copying, disclosure, distribution and de-compilation. No part of this document may be disclosed or reproduced in any form by any means without the prior written authorization of Yardi Systems, Inc. This document contains proprietary information about software and service processes, algorithms, and data models, which is confidential and constitutes trade secrets. This document is intended for utilization solely in connection with Yardi software licensees’ use of the software and for no other purpose.

Yardi®, Yardi Systems, Inc., the Yardi Logo, and the names and logos of Yardi products and services are trademarks or registered trademarks of Yardi Systems, Inc. in the United States and may be protected as trademarks in other countries. All other product, service, or company names mentioned in this document are claimed as trademarks and trade names by their respective companies.

© 2020 Yardi Systems, Inc. All Rights Reserved.