

# **APPLICANT SCREENING AUTHORIZATION FORM 07/11**

(please print clearly)

**Please remember to have your applicants print neatly to reduce mistakes and typos. All fields (except previous address) are **REQUIRED!** Reports will not be run unless filled out completely.**

**\*ONE FORM PER PERSON PLEASE, OR IT WILL BE REJECTED\***

Applicant Full Name: \_\_\_\_\_  
(first, middle, last)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Combined monthly income of all applying: \_\_\_\_\_ # of months at current position: \_\_\_\_\_

Current Address: \_\_\_\_\_ Since: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(street, city, state, zip)

Previous Address: \_\_\_\_\_ Since: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(street, city, state, zip)

I certify that the above information is correct and complete and hereby authorize you to make inquiries you feel necessary to evaluate my tenancy and credit standing including, but not limited to, a check of my credit. I understand that if I am denied tenancy due to my credit standing, I have the right to dispute the accuracy or completeness of any information in the credit report.

Applicant Signature: \_\_\_\_\_

## **Rental Owner**

Monthly Rent for Unit (required): \_\_\_\_\_

Membership Name : \_\_\_\_\_ Member ID #: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Complex: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Reports must be kept in the strictest confidence and must not be disclosed to the applicant. I will not e-mail this form or any other personal, financial or any other sensitive information.

Membership Signature: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Decision Point   | <input type="checkbox"/> Landlord Verification<br>(Application to rent required)  |
| <input type="checkbox"/> DPC Combo Report<br>(Includes Decision Point and Oregon & Washington<br>-Statewide Criminal) | <input type="checkbox"/> Criminal History in Oregon & Washington – Statewide<br>(Includes violations through Federal offenses such as sex<br>offender records)  |
| <input type="checkbox"/> Credit Report<br>(Only if approved through NTN)  | <input type="checkbox"/> Nation-Wide Criminal Report<br>(Includes information from 42 states! Excluding: Connecticut, Delaware,<br>Hawaii, Maine, Massachusetts, Rhode Island, South Dakota, West Virginia and Wyoming) |
| <input type="checkbox"/> Tenant Performance &<br>Eviction History   | <input type="checkbox"/> Criminal Search in a single county anywhere in the US<br>(Surcharges could apply; standard processing time is 1-2 weeks.)  |
| <input type="checkbox"/> Decision Point Plus  |   |
| <input type="checkbox"/> Social Security Search   |   |
| <input type="checkbox"/> Employment Verification  |   |

**\*\*\*PLEASE INDICATE YOUR PREFERENCE:**

Phone & Pick-up \_\_\_\_\_ Phone & FAX \_\_\_\_\_ Phone & MAIL \_\_\_\_\_ Fax ONLY \_\_\_\_\_