

TENANT SCREENING NOW

www.tenantscreeningnow.com

Phone: 727-781-1601

E-mail: david@tenantscreeningnow.com

Fax: 888-365-1988

In these fast and cautious times of real estate rentals it has become increasingly important to perform a background check on prospective tenants. Our tenant screening and consulting services will help you in this process. We will assist you with qualifying tenants for your rental properties so it takes the guess work away from you. To cover your time and expenses we suggest that you charge the applicants a non-refundable application fee. In order to secure your legal rights and to protect your investment it is strongly recommended to screen all prospective tenants starting at age 18 and assign to the lease.

To make sure that we can provide the fastest possible and most correct results we suggest that when accepting the "Application for Prospective Tenant" form you physically verify all information provided. This ensures that all identities have been confirmed and the information is correct. For future reference, it is recommended that you keep a copy of the applicant's picture ID on file. The law requires you, however, to retain all applications you have accepted on file for 5 years. Please make sure that the full name, social security number and date of birth are printed in black ink and clearly legible.

We also encourage you to verify employment and income through a pay stub before signing the lease. When investigating an applicant's rental history, we advise you to be aware that landlords might not always release truthful information, particularly in case of a bad tenant situation or a pending eviction.

After receiving the signed application either per fax or e-mail, your request will be processed within two hours. Our services include professional reviewing of the credit report information, public record searches such as criminal and eviction data as well as income to rent ratios. You will receive a written summary of data we discussed together with any found criminal and/or eviction reports, and your invoice for your records to assist you in qualifying the prospective tenant.

Information about an Adverse Action Notice along with an Adverse Action Notice Form can be obtained from our website. Please keep in mind that an Adverse Action Notice needs to be issued in case you deny tenancy, increase the security deposit or ask for an additional advance rent amount or any other changes of the rent schedule are being instituted. This however can be done orally in person or on the phone, or in writing. Our website is located at www.tenantscreeningnow.com.

OUR MISSION IS TO KEEP YOU SAFE!

PRICE LIST NOVEMBER 2008

National Credit Report for an individual person.....	\$38.00
includes a local criminal arrest record search and civil eviction records search for most counties in Florida	
National Credit Report for a legally married couple.....	\$48.00
includes a local criminal arrest record search and civil eviction records search for most counties in Florida	
Florida statewide criminal conviction record search including sex offender search.....	\$20.00
Statewide criminal conviction record search per state including sex offender search.....	\$30.00
Nationwide criminal conviction record search including sex offender search.....	\$40.00

HOURS OF OPERATION

Monday - Friday : 9:00 a.m.- 5:30 p.m.

(any order received after 5:00 p.m. will be processed the next business day)

Saturday : 11:00 a.m. - 4:00 p.m.

(any order received after 3:30 p.m. will be processed the next business day)

CLOSED SUNDAYS AND HOLIDAYS

Fax Cover /Mail Back Sheet

To: TENANT SCREENING NOW
PO Box 405, Crystal Beach, FL 34681
Email: David@tenantscreeningnow.com

From: _____ **Date:** _____

(_____) *Total Pages including this cover*

Subject: Tenant Screening Account Setup

Included in this Fax (check all that apply)

- ____ Copy of Government Issued Picture ID
- ____ Proof of Rental Property Ownership
- ____ Agreement for Tenant Screening (**required**)
- ____ Tenant Application(s)
- ____ Call at this number to discuss applicant _____

Credit Card Information:

(We will email or fax you a copy of the paid invoice - please check)

Cardholder's name as it appears on card: _____

Select Card Type: Visa MC AMEX Disc

Card Number: _____

Exp. Date: _____

CID code on card _____ (required as fraud deterrent)

CID number is on back of Visa, MC and Discover (3 digits), and on the front of Amex Cards (4 digits).

Cardholder's Signature: _____

I allow TENANT SCREENING NOW to charge my credit card each time for services rendered.

Statement Address (if not the same as home address)

Agreement for Tenant Screening

This Tenant Screening Agreement is between: _____
_____ and

TENANT SCREENING NOW.

This agreement will allow TENANT SCREENING NOW to give its professional opinion on whether a prospective tenant qualifies to lease the owner's property. The opinion will be based on the application provided by the owner and the credit and background checks that are completed.

The owner should verify the drivers license number provided on the application and verify employment history, income, personal and rental references.

TENANT SCREENING NOW shall not be held liable for any insufficient funds on behalf of any resident, or the cost of pursuing collections for insufficient funds.

Check one: Owner Licensed Real Estate Agent (license copy required)

Name: (print) _____

Mailing Address: _____

Home Phone Number: _____ Cell Phone: _____

Work Phone Number: _____ Direct Fax: _____

Email: _____@_____

Rental Property Address:

Address: _____

City: _____ St: _____ Zip: _____

County: _____ Rental Rate: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Form for Prospective Tenant to pay for Screening by Credit Card

I authorize TENANT SCREENING NOW to charge my credit card for the tenant screening service. I understand that this charge is non-refundable and that payment does not guarantee that the owner/landlord/agent will lease the property to the prospective tenant.

Applicant Name: _____

Co-Applicant Name: _____

Subtotal of Services \$ _____ (from attached application(s))

Applicant Setup Fee + \$ 5.00

Total Charge Amount = \$ _____

Credit Card Information:

Cardholder's name as it appears on card:

Select Card Type:

Visa MC AMEX Disc

Card Number: _____

Exp. Date: _____

CID code on card _____ (required as fraud deterrent)

CID number is on back of Visa, MC and Discover (3 digits), and on the front of Amex Cards (4 digits).

Billing address (Address where you receive your credit card statements)

Street address: _____

City: _____ State: _____ Zip: _____

I give permission for TENANT SCREENING NOW to charge my credit card with the above amount.

Cardholder's Signature _____ **Date** _____