

Tenants cannot be charged for screening or credit checks unless a written notice is provided to the tenant. If the landlord conducts his/her own screening of tenants, the landlord may charge the actual costs of obtaining background information, but may not exceed the customary cost charged by a screening service in the general area. Actual costs include long distance phone calls and time spent calling landlords, employers and financial institutions. The landlord must also notify the prospective tenant of what the screening entails and the tenant's right to dispute report accuracy.

**TENANT SCREENING NOTICE**

**We do not accept a comprehensive reusable tenant screening report.**

You are being charged \$45.00 for screening your application. This includes calling your former landlords, employers, financial institutions, and references. By signing, you have authorized these parties to release information for us to evaluate our application.

We use Rental Housing Authority screening company to provide credit and other information on you. If we deny tenancy based upon credit information provided therein, you have the right to contact them at 1-800-335-2990 to determine and dispute the accuracy of your credit report. We are not required to release or disclose information provided by a screening company. Any such information must come from the screening company itself.

\_\_\_\_\_  
Landlord/Manager                      Date

\_\_\_\_\_  
Tenant                                      Date

\_\_\_\_\_  
Tenant                                      Date