



TENANT PDF APPLICATION INSTRUCTIONS

- ❖ Ensure Your Credit is NOT frozen, to unfreeze, please call 1-888-909-8872
- ❖ Fill Out Application (download PDF, fill and sign [IOS](#) or [Android](#) Adobe)
- ❖ How to Fill Out: (YOU MUST DOWNLOAD FIRST, IN ORDER TO FILL OUT FORMS)
 - Option 1: **From Your Phone/Tablet** – Download Forms > Fill > Sign > Save > Submit
 - Smartphone Users: Download Free PDF App > Fill > Sign > Save > Submit
 - Option 2: **From Your Computer** - Download Forms > Fill > Sign > Print > Scan > Submit
 - In order to fill-in forms electronically, you must have Adobe Reader downloaded
 - No Scanner? Take a picture on your phone > Download free iScanner App > Upload Photo > Save > Submit
- ❖ Be sure to select the correct report(s). Your Landlord / Property Mgr / Realtor should have provided you with what report to choose - *typically Comprehensive Individual or Married reports are chosen.*
- ❖ Ensure complete application – This includes signing your application!
- ❖ Submit the Following Forms:
 - Application
 - Credit Card Authorization Form
 - Copy of Valid ID
 - Copy of Pay Stub
- ❖ Send All Forms To: David@tenantscreeningnow.com or fax to 1-888-365-1988
- ❖ Ensure you are sending these 4 documents. They need to be complete!

TENANT SCREENING NOW PROCESSING INFORMATION

- ❖ Application processing within 2 hours
- ❖ Services include:
 - Review of the credit worthiness
 - Public record searches such as criminal and eviction data
 - Income to rent ratio
- ❖ You will receive:
 - Communication from your landlord / manager / realtor on their decision



TENANT APPLICATION

DATE: _____

LANDLORD / PROPERTY MGR NAME: _____	EMAIL: _____
LANDLORD / PROPERTY MGR PHONE: _____	RENTAL AMOUNT: \$ _____
RENTAL PROPERTY ADDRESS: _____	

SELECT REPORT (per your landlord / realtor):

- \$43 - COMPREHENSIVE TENANT SUMMARY REPORT – INDIVIDUAL** (includes criminal & civil)
- \$55 - COMPREHENSIVE TENANT SUMMARY REPORT – MARRIED COUPLE** (includes criminal & civil)
- \$40 - NATIONWIDE CRIMINAL REPORT** (check only if requested by landlord)
- \$30 - STATE OF _____ CRIMINAL REPORT** (check only if requested by landlord)
- \$20 - STATE OF FLORIDA CRIMINAL REPORT** (check only if requested by landlord)
- \$50 - CANADIAN CRIMINAL REPORT** (check only if requested by landlord)

I/We hereby allow TENANT CHECK and/or TENANT SCREENING NOW and/or the property owner/manager to inquire into my/our credit file, criminal, rental and employment history. I/We understand that on my/our credit file it will appear that TENANT CHECK and/or TENANT SCREENING NOW has made an inquiry. I/We cannot claim any invasion of privacy against them now or in the future. By signing my/our full name/names in the signature fields, qualifies as my/ our legally binding signatures per the UETA, The Uniform Electronic Transaction Act (UETA), it allows consent to digitally sign electronic forms.

If an incorrect SSN# is submitted, applicant will be subject to a second application.

IF YOUR CREDIT FILE IS FROZEN, CALL 1-888-909-8872 TO UNFREEZE.

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

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



TENANT CREDIT CARD FORM

APPLICANT NAME: _____

CO-APPLICANT NAME: _____

LANDLORD / REALTOR / PROPERTY MGR NAME: _____

SUBTOTAL: \$ _____ (PRICING IS ON APPLICATION)

SERVICE FEE (Per Transaction): + \$7.00

TOTAL CHARGE AMOUNT: \$ _____

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

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

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

CREDIT CARD INFORMATION:

CARDHOLDER'S FIRST NAME: _____

CARDHOLDER'S LAST NAME: _____

SELECT CARD TYPE: VISA MC AMEX DISC

CARD NUMBER: _____

EXPIRATION DATE: _____ CCV CODE: _____
(3 digit code on back or 4 digit code on front for AMEX)

BILLING ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

CARD HOLDER'S SIGNATURE: _____

I authorize Tenant Screening Now to charge my credit card, for the tenant screening service. I understand this charge is non-refundable and payment does not guarantee tenancy. By signing my/our full name/names in the signature fields, qualifies as my/ our legally binding signatures per the UETA, The Uniform Electronic Transaction Act (UETA), it allows consent to digitally sign electronic forms.