

Document Disclaimer:

These documents should NOT be construed as legal advice, guidance or counsel. Employers should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. TruDiligence expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided. Employers seeking credit reports must provide additional notices pursuant to state law.

Instructions:

These documents are provided in Adobe PDF format. If you wish to customize, please contact our office and we will be happy to provide a Microsoft Word format allowing you to format, copy and paste to fit your needs.

1. Feel free to include your instructions, logo, company contact information etc.. in the header of the authorization form if desired.
2. It is recommended that you leave the disclosure as is, with no alterations, to meet the FCRA disclosure requirements.
3. It is also recommended that when distributing to applicants, you do so as an Adobe PDF document which will limit the applicant's ability to edit the disclosure and authorization language.

Background Check Release / Tenant Screen

APPLICANT Complete the following information as accurately as possible. (Please Print Clearly.)

Last: _____ First: _____ MI: _____

SSN: _____ D.L. #: _____ State: _____

*Birth date: _____ *Sex: _____ *Race: _____ Phone: _____

Previous names (maiden / marriage etc.): _____ Date Changed: _____
(Attach additional sheet, if necessary. _____ Date Changed: _____

Addresses: (List past seven years beginning with your current address. Include **street, city, state, zip code, county and dates of residence**. Attach additional sheet, if necessary.)

1. _____ City: _____ State: _____ Zip: _____ County: _____ Dates: _____

2. _____ City: _____ State: _____ Zip: _____ County: _____ Dates: _____

How long has applicant lived in state? _____

Current Landlord Name: _____ Complex Name: _____ Phone: _____

Previous Landlord Name: _____ Complex Name: _____ Phone: _____

Current Employer's Name: _____ Phone: _____

How Long: _____ Position: _____ Salary: _____

Bank Name: _____ Branch: _____ Phone: _____ Ckg / Svgs Acct #: _____
(Please Circle One)

DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

At your written request, **Landlord** ("The Company") may obtain information about you from a consumer reporting agency for tenant screening purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to tenants is an investigation into your prior rental history, education, and employment conducted by TruDiligence, LLC, 3190 S Wadsworth Blvd, Suite 260, Lakewood, CO 80227, 800-580-0474, or another outside organization. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York applicants only: You have the right to inspect and receive a copy of any investigative consumer report requested by Landlord by contacting the consumer reporting agency identified above directly.

California applicants only: Under California Civil Code section 1786.22, you are entitled to find out what is in the CRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity. The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. The CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.

Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the FCRA required documents DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. In connection with my application for leasing, I understand that a consumer report and/or investigative consumer report may be requested of my background. I understand that such reports may include, but are not limited to, personal references of character, information regarding past and/or present employment, information regarding past and/or present rental history, credit, criminal, or police records, and other public records. I further understand that such reports will be used for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualification for leasing. I also authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Landlord at any time after receipt of this authorization and throughout my tenancy, if applicable and allowed by law. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, landlord, school, employer, reference, insurance company, or other entity to furnish any and all requested background information to TruDiligence, LLC, 3190 S Wadsworth Blvd, Suite 260, Lakewood, CO 80227, 800-580-0474, an other outside organization acting on behalf of Landlord, and/or Landlord itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Signature: _____ Date: _____

The information indicated by an () will be used for background screening purposes only and will not be used as tenant selection criteria.