

The Tenant Data Ten Commandments!

1. Review your Rental Application at least once a year, make adjustments as needed and always have your legal counsel approve any changes. *We can provide you with the proper wording to include with your rental application for their signature and consent.
2. On said application, be sure to include language that grants you and Tenant Data consent and permission to obtain credit, criminal, and eviction background checks.
3. **CALL US BEFORE** you do something or order anything when in doubt. We might be able to save you money or prevent you from getting into trouble.
4. Please make sure your applicants understand that the credit report you order on them from us is considered a HARD HIT to their credit file. We may be able to offer a different way for them to request a credit report on themselves through us for you without the hard inquiry impact!
5. Always call us if you are not sure of something or need our help with anything! If an applicant or tenant is being belligerent about our service or reports, feel free to give them our contact info which is available on our website at www.tenantdata.com
6. **Under Federal Law you are required** to provide an Adverse Action letter/notice to applicants that you deny a property or ask for additional deposit or require a c-signer/guarantor. The appropriate letter can be auto-generated through our online system. (Call John Benson if you have questions about this requirement.) John is at extension 201.
7. You **MAY** give your applicant a copy of their reports that we provide to you, or you may direct them to us to receive those copies.
8. **DO NOT EVER** run/order a report on yourself, family members, friends, or neighbors. You are **ONLY** allowed to run reports on applicants who apply for rental property **that you own or manage**. Call us if you are unclear about this.
9. Please keep detailed records about your renters from the time they apply through their move-out. You are **REQUIRED** to keep the original or copy of all prospective renters' applications for THREE (3) years from the date of application.
10. Not all credit scores are the same; credit reports and scores can change daily, so direct your applicant to us if they have any questions concerning this.

And ONE MORE... Report your tenants to our database!!!