

# The Tenant Data Top Ten Rules!

1. **Review your Rental Application at least once a year.** Make adjustments as needed and always have your legal counsel approve any changes. (Tenant Data can provide you with the proper wording to include with your rental application for their signature and consent).
2. **Use Proper Consent Language.** 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. **When in Doubt - Call.** 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. 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](http://www.tenantdata.com)
4. **Credit Reports are hard hits on a consumer's file.** 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! On your Applicant's credit report, the hard inquiry that you pull through us will show as "Tenant Data"
5. **Never Order a Report Twice.** In the world of technology, a lot of things can go wrong. If you receive an error or your request did not seem to go through, please check the applicant page to assure the name is not listed. If you are not sure, please call or email us at [info@tenantdata.com](mailto:info@tenantdata.com). If you cannot view the report, do NOT request it again! Running a report more than once will put multiple inquiries on the consumer's credit report, and result in double charges to you!
6. **Provide Applicants Adverse Action Notice.** **Federal regulations require you** 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. **Applicants are Entitled to a Copy of the Report.** You **MAY** give your applicant a copy of their report that we provide to you, or you may direct them to us to receive those copies.
8. **Screening Reports are for Tenant Screening Only.** **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. If you need a report for employment purposes, please call us to set up an employment account (there are different rules for employment screening).
9. **Keep Good Records.** 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!!!**