

RENTER SCREENING

Onsite Inspection Guide

Looking for an Instant Credit Report and FICO Score?

Underwriting allows you to access credit history instantly without having to wait for your applicants to release their report to you. You'll also get over **50% off** tenant screening when you are underwritten. All it takes is 2 steps.

1. Documentation: Submit documents to show you own or manage rentals. The documents required by the credit bureau are listed on Page 2. The requirements vary depending on whether you are an individual owner, large private company, property management company, or real estate broker.

2. Onsite Physical Inspection:

- a. A 3rd party, approved by the major credit bureaus, inspects your office to ensure your location is secure. The inspection fee is \$59.
- b. You'll need a paper shredder and lockable filing cabinet to pass the inspection.
- c. Your office must be separate from the rental unit living quarters.
- d. If you work from home the inspection is annual. If you work from a commercial or leasing office in the building it is a one-time inspection.

To get started you can email, fax, or mail us the documents required on Page 2:

□ **Email:** customerservice@tenantalert.com

□ **Fax:** (310) 893-1680 Attn: EBRHA Underwriting

□ **Mail:** 4774 Park Granada #8668, Calabasas, CA 91372

Please allow 1 to 3 business days after the onsite inspection is completed for your account to be approved. Once approved, credit access is immediate and full credit reports are provided within seconds of placing your tenant screening package order.

Individual Owner I am an individual owner/controlling partner of a small number of rental units and hold title as an individual or business.

- Driver's license Phone bill Voided check
- A signed rental application **OR** signed rental lease County tax assessor's bill **OR** escrow statement **OR** closing statement Deed **OR** public record verification **OR** property insurance **OR** utility bill **OR** flood certification **OR** title insurance

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FOR SMALL PRIVATE COMPANIES ONLY, in addition to the above please provide:

- A list of rental property addresses
- Business license **OR** fictitious business name (DBA) filing **OR** state tax records **OR** federal tax records

Large Private Company I am an owner/officer/managing employee of a corporation that owns one or more large apartment complexes.

- Driver's license Phone bill (with company name) 3 signed rental applications Voided check (with company name) List of rental properties and manager names/numbers Business license **OR** fictitious business name (DBA) filing **OR** state tax records **OR** federal tax records

Property Management Company

I am an officer or managing employee of a fee based Property Management Company.

- Driver's license Phone bill Voided check
- List of rental properties and manager names/numbers Business license **OR** fictitious business name (DBA) filing **OR** state tax records **OR** federal tax records
- Property management contract signed by a property owner for whom you manage **OR** a blank contract with an existing client reference

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Real Estate Broker I am a licensed real estate broker or agent for a licensed real estate broker.

- Driver's license
- Phone bill
- Broker's license
- Voided check