



Tenant Screening - FAQ

FAST – EASY – AFFORDABLE

Relax – we've got this!

- **How do I get set up to have you screen tenants for me?** Access our website to request a Screening Agreement. Fill out the agreement and send it back to us, along with proof of identity and ownership. Then, when you have an application, you fax or email it to us; we pull the reports and send a Summary Report back to you. It very quick and easy! We'll help you with any questions.
- **How much does it cost?** Credit Reports are \$15.00 each. Criminal Reports are just \$35.00. Full Tenant Screening which includes a Credit Report, a Criminal Reports, and Rental and Employment Verifications is \$85.00
- **Can I get just a Credit Report and a Statewide Criminal Report?** Yes, the cost is just \$45.00
- **How quickly can you get the Reports back to me?** We can usually get reports back to you within 24 hours! We're FAST! **We are not available on Wednesdays, Holidays and weekends.**
- **Why do you need signed Rental Application forms?** Federal and State laws require that we have authorization from the applicant to verify the information. We need a signed and dated application to prove we have authorization. We are required by law to keep a copy of the application in our office along with all reports or other documents that we generate.
- **Why can't I have a copy of the Credit Report – I always used to be able to have one for my records?** Federal Fair Debt and Identity Theft Laws were changed to protect consumers. We are now prohibited from releasing credit reports to anyone. You will receive a summary of the report. You may view the report at our office; we just can't give you a copy.
- **Can I email or fax information and report requests to you?** Yes, email to Sharrol@nwscreening.com or fax to our office @ 541-526-0751.

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