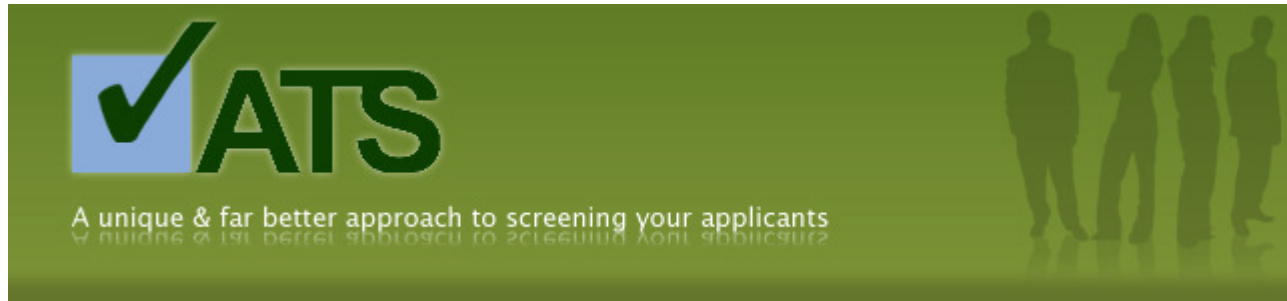


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Good Afternoon!

Although you most likely adopt the following best practices, as we enter a new year it's a good idea to review your tenant screening process.

For your reference, we've compiled the following list of 4 tenant screening best practices.

Ask the same questions of each prospective tenant: Potential renters most likely contact you via telephone to inquire about the vacancy. While your job is to answer their questions, we recommend you create a list of questions you would like to ask during this conversation. It's also a good idea to review rent and security deposit requirements as well as any other important information such as pet or smoking policies and additional fees for parking or storage.

Screen every applicant. Period: In order to avoid a potential discrimination lawsuit, be sure to screen every applicant – every time. It is also important to be consistent with the types of reports you are requesting for each prospective tenant. (For example: you should not run a credit check or sex offender status on one prospective tenant and not another)

Use professional documents: Portray a professional image while keeping track of important information. [Be sure to use a template for documents](#) such as: residential rental application, a commercial rental application, lead hazard information, required lead notice, move-out checklist,



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and FCRA compliance documents.

Understand credit scores: Interpreting credit report scores can be tricky. [Our custom made Quick Guide](#) helps you interpret the credit file with ease. We also include information on Credit Scores.

If you have questions regarding any of the above information, please do not hesitate to [contact us](#).

To Your Success,

Kristina Taylor

President, ATS, Inc. and VerifyProtect.com
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