



10568 Magnolia Ave. #107  
Anaheim, CA 92804  
Tel: 888-500-0019  
Fax: 888-711-2939

## **ONE TIME SCREENING- NO ACCOUNT SET UP REQUIRED!**

Credasys now offers you the ability to do one-time screenings—without setting up an account. We understand that sometimes individual landlords with a low turn-over rate find it unnecessary to set up a membership account—for this reason we have implemented a new screening method.

The process is quick and easy! Just **complete the three forms below and fax your request to 888-711-2939.** We will run the report and either email or fax the results to you! Most services are available through this method. Please be advised, however, that ***you may not request a credit report through this method.*** In order to request a credit report you must set up an account and have a Site Inspection completed. Please refer to the application for a list of available services and pricing for the One-Time Screening method.

Thank you, we appreciate your business. For questions or concerns, please contact customer service at 888-500-0019.



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**ONE TIME SCREENING REQUEST FORM**

**LANDLORD/REQUESTOR INFORMATION**

**LANDLORD INFORMATION**

Name:		
Current address:		
City:	State:	Zip:
Tel#:	Fax#	e-mail:

Would you like the Results to be sent to you via: (circle one) **FAX** or **EMAIL**

**BILLING INFORMATION**

**VISA, MASTERCARD OR AMERICAN EXPRESS**

We do NOT accept Discover

Name on Card:		
Billing address:		
City:	State:	ZIP Code:
Card #:	Expiration date:	CVV code:

**Service Agreement:** I agree to abide by all applicable local, state and federal law with regards to the report(s) I am ordering today and will not share this information with any third parties or display it publicly. Under penalty of perjury, I swear that I am the authorized card holder of the credit card indicated above and grant permission to have it charged in the amount of \$ \_\_\_\_\_. All orders are dispatched immediately and will be billed instantly by **Credit Data**. NO CANCELLATIONS or CHANGES can be made once you fax your request. If you dispute a valid charge from **Credit Data** you will be liable for an additional collection fee of \$25. Please verify all information provided. Failure to provide correct information could results in “no record” but your credit card will still be charged.

By signing below I agree to the terms and conditions of Credasys. I authorize my card to be billed in the amount specified above. I also acknowledge that as a one-time screening client, I will *not* be receiving a credit report.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*This portion to be filled out by the Applicant/TENANT\*\*\*

**Please Print Neatly**

## **CONSUMER REPORT/DISCLOSURE NOTIFICATION**

### **Release of Information / Authorization**

This release will constitute my/our consent and authority to examine statements and information regarding my background. I authorize you to contact my current and previous landlords, law enforcement agencies, credit agencies and other references listed above.

-I authorize the release of any and all data to Credasys. This authorization is given in connection with a financial, criminal and previous rental history investigation being conducted relative to my application for credit dealing with rental property.

-I understand that I acquire no rights in a rental unit until I sign a rental agreement on the rental unit to be held in accordance with the rental agreement.

-I declare the foregoing to be true under penalty of perjury. I agree that the landlord may terminate any agreement entered into in reliance on any misstatement made above.

APPLICANT'S PRINTED NAME \_\_\_\_\_

DATE-OF-BIRTH \_\_\_\_-\_\_\_\_-\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_-\_\_\_\_-\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_

STATE: \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_-\_\_\_\_-\_\_\_\_

Print and complete this form and fax it to **1-888-711-2939** along with the Fax order form.

### **Office Use Only**

Req. Date:	
Rcpt. Trans #	
Amount:	
Transaction #	
Receipt#	

**PLEASE SELECT THE REPORT/PACKAGE YOU WISH TO ORDER:**

- SINGLE STATEWIDE EVICTION REPORT \$9.95**
- SINGLE STATEWIDE CRIMINAL SEARCH \$14.95** Indicate State: \_\_\_\_\_
- NATIONAL CRIMINAL OFFENDER PROFILE \$19.95**
- COUNTY CRIMINAL RECORD \$19.95** Indicate County, State: \_\_\_\_\_
- PREVIOUS ADDRESS HISTORY \$5.95**
- APPLICANT ALERT (OFAC- terrorist search) \$9.95**
- SSN DATA SEARCH \$7.95**
- EMPLOYMENT VERIFICATION \$9.95** Please indicate Employer Below
- RENTAL PAYMENT HISTORY VERIFICATION \$9.95** Please indicate landlord information below
- NATIONAL EVICTION REPORT \$15.95**
- BANKRUPTCY, LIEN & JUDGEMENT REPORT \$7.95**
- TELE-CHECK \$6.95**

\*\*If you are requesting Verification Service Please fill out appropriate information:

**Previous/Current Landlord:** \_\_\_\_\_  
**Previous/Current Address:** \_\_\_\_\_  
**Contact Telephone:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_  
**Contact Telephone #:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_

**Office Use Only**

Req. Date:	
Rcpt. Trans #	
Amount:	
Transaction #	
Receipt#	

## CREDASYS: Tenant Screening Products

**STATEWIDE EVICTION REPORT- \$9.95**: Checks the state court database for records of eviction and/or eviction filings against the applicant.

**SINGLE STATEWIDE CRIMINAL SEARCH- \$14.95**: this report looks in to the state court database for records belonging to your candidate by name and date of birth. It will provide date of offense, case number, disposition and offense information. Searches will provide felony and misdemeanor information and go back a minimum of 7 years.

**NATIONAL CRIMINAL OFFENDER PROFILE- \$19.95**: this profile provides results for a criminal database search on a national level. It searches **over 270 million records from over 400 governmental agencies** for records matching to your candidate based on name and date of birth. Search contains registered sex and violent offenders with felony conviction records.

**COUNTY CRIMINAL RECORD- \$19.95 + court fee**: the county criminal record search offers the most thorough and up to date information. It is conducted in person by a court recorder who manually searches county court records and performs a thorough quality control by eliminating irrelevant data. For maximum protection, all jurisdictions where a candidate has resided should be searched.

**PREVIOUS ADDRESS HISTORY- \$5.95**: this is an essential tool that provides you with addresses associated with your candidates social. The search goes back 20 years. For the most accurate and thorough criminal background search, the county level search will be your biggest asset. The Prior Address History search will ensure that all relevant counties are disclosed to you—even those that the candidate may not have indicated on his/her application.

### **Why?**

\*provides complete history of tenants residency- so you can cross reference  
With what was provided on the application.

\*may reveal pattern of “moving around”

**APPLICANT ALERT- Office of Foreign Assets Control (OFAC)- \$5.95**: this service searches the federal government’s database to identify individuals who have been linked to terrorism or have been classified on government watch lists.

### **Why?**

\*improves and facilitates compliance with the Patriot Act

**SSN DATA SEARCH- \$7.95**: this verifies information on a person’s social security number. It verifies who the social was issued to, where it was issued and when it was issued. It is an integral part of verifying your candidate’s identity to ensure that you have been provided with the correct information.

### **Why?**

\*reduces the occurrence of applicant fraud

\*aids on detecting false application by illegal aliens

**PREVIOUS EMPLOYMENT VERIFICATION- \$9.95**: one of our professional customer service representatives will contact previous employer to verify position, hire date, status, salary and other relevant information.

### **Why?**

\*verifies income/ability to pay rent

\*verified whether employment is steady

**RENTAL HISTORY VERIFICATION- \$9.95**: one of our professional customer service representatives will contact current/previous landlord to verify move in date, rent amount, payment history, and information regarding complaints or damages to the property.

**NATIONAL EVICTION REPORT- \$15.95**: checks national court database for evictions and/or eviction filing against the applicant. Ideal for applicant who have lived in multiple states.

**BANKRUPTCY, LIEN & JUDGMENT REPORT- \$7.95**: Identifying all filings of bankruptcy, lien and judgments by an individual or business

**TELE-CHECK- \$6.95**: looks in to the applicant’s history of writing bad/bounced checks. This is a useful service if you will be accepting checks as a form of payment for your rent.

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