

ACRAnet Inc
CISI Branch
Tenant Screening

Our Services

Crime Free Housing Ordinance

The purpose of this ordinance is to provide minimum standards for residential rental housing for the protection of the life, health, welfare and property of rental residential owners and tenants, as well as that of the general public.

We are committed to helping you meet the requirements of these regulations as well as getting you the information you need to make an informed decision.

Our services include:

- 1) Tenant Screening Credit Report
- 2) Employment Verification
- 3) Landlord Verification
- 4) Eviction Record Search
- 5) Sex Offender Verification
- 6) Criminal Records Search

Tenant Screening Credit Report

The credit report from TransUnion provides information on your prospective tenant's payment history, collections, judgements, address and employment history for the past 7 years. Utilizing this tool will give you insight to your applicant's capability and willingness to handle their current debt load.

This report returns to you in about an hour.

Employment Verification

Verifying your applicant's employment information will give you an idea into how stable they are and whether or not they have enough income to support the debt they currently have in addition to the rent being requested.

Although TransUnion does report information given to them regarding employment, it may or may not be accurate, and does not come with contact information. Your rental application provides contact information that we need to personally contact a supervisor to verify date of hire, position, and income. Return time for these verifications can vary depending on how quickly we can get the information from the employer.

Some employers contract this service out to a third party verification company called The Work Number For Everyone. In order to obtain verification information from them, the applicant should provide their company code and PIN number.

Landlord Verification

Verifying your applicant's rental history will also give you insight to their stability, capability and willingness to pay in addition to being able to compare what they are currently paying to what the requested rent is. We will contact their current landlord and verify their move in date, how much they pay, and whether or not they pay ontime.

The report return time varies depending on how quickly we can get the information. This information is not returned in the TransUnion report. We need contact information found on your rental application.

Eviction Record Search

This is a nationwide database that municipalities report official eviction proceedings to that can be accessed to verify the applicants ever being evicted.
The return time is about an hour.

Sex Offender Verification

Every state has a database that can be accessed to verify whether or not the applicants name has been registered as a sex offender.

The return time is about an hour.

Criminal Records Search

We can verify your applicants criminal records per county which is the most accurate and detailed. The information returned in these reports comes directly from the courthouse not a database, but only encompasses one county, and takes approximately 48-72 hours to return.

A Statewide search returns in 24-48 hours, covers most counties in a state but, are not available for all states and some utilize a database which may not be updated and accurate. Includes information limited to convictions only.

A Nationwide search encompasses most states, and returns to you in about an hour, however relies entirely on information input into a database which may or may not be updated, complete or accurate.

ACRAnet Customized Order Form

First on the Order Form is our contact information including phone, fax and email.

Next is your office information: Client Number, Office Name, Phone and Fax. We realize that agents aren't always in the office, however, this information needs to remain on the form for compliance purposes. We have provided an area for the Requesting Agent to supply their information. If there is no information supplied, it could result in a delay until we can ascertain that information and verify that agent is associated to the corresponding office.

Under that is the credit card information box. These reports are paid for prior to being completed using the information provided.

The next area on the form is the product box. This is where you tell us what you want us to return to you. You can choose to request any of the products individually, or you can request the full background - which comes at a reduced price, and includes all of the products listed. Unless specifically directed - all reports will include credit.

The last segment of the form is where your applicant's information goes. We need Name, Address and SSN for each applicant that needs a credit report access. And finally their signature indicating they are releasing the information to you, and accepting the fee to be charged to their credit card.

Please send the rental application along with the Order Form. If you are only requesting credit information, we may be able to use the rental application for clarification of information if the order form is illegible. If you ARE requesting additional verifications we'll need the contact information for the employer and landlord as well as the date of birth for criminal searches.

Helpful Tips

*When you are requesting tenant screening reports, please ensure the Order Forms are complete and legible.

- Requesting Agent
- Credit Card
- Products Requested
- Applicant Information

*Attach the Rental Application with all orders.

*We will bill the credit card and process what is indicated in the product box, regardless of any price written elsewhere.

*We cannot provide the reports to applicants, only the requesting agent that we have verified with the corresponding office.

FAQ'S

- *Legally who can I give this report to? Applicants yes, but not viable for disputing: Landlords no, but you can advise them based on the information reported.
- *Do the reports include bank information? Banking info does not report.
- *What is needed to request a report? Applicants name, address, ssn and signature authorization.
- *What do the scores mean? Score info available on our website, see link.
- *What if I need help translating the report? Customer Service is available to help read the reports.
- *What types of accounts should I be looking at? Collection accounts for medical trades usually not held against applicant.... utilities, and phone bills are more detrimental.
- *Why do I have to request Eviction Verification? Delinquent rents don't usually report unless the landlords have filed a judgement or turned it over to reporting collection agency.
- *What are my responsibilities for keeping the confidential information in the reports secure? Reports should always be held in highest security. Printed copies should not be left unattended, digital copies should not be transmitted by un-encrypted email or faxed. Digital copies should be deleted monthly.

Links

[ACRAnet - CISI Website](#)
[Customer Service Email](#)