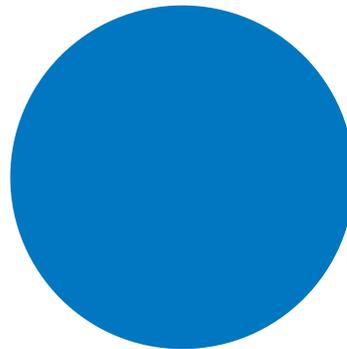
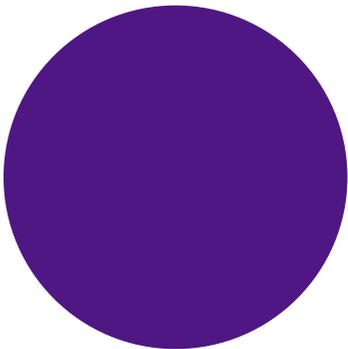


Tenant Screening Program



Tenant Score is committed to helping property management companies and rental property owners perform background checks on their tenants with accurate, up-to-date services and an emphasis on customer service and cost effectiveness. We supply the tools you need to place qualified tenants with speed and confidence.

We'll design a program to fit your individual needs and guide you through the proper procedures, keeping you in compliance with all applicable laws. A single point of contact will be provided for all of your needs and questions. The "Tenant Score Custom-Connect" program can integrate with your existing database or internal human resource system.

ABOUT US

Experience. Dedication. Specialization.

Tenant Score has specialized in helping rental organizations and property owners with their tenant screening programs for nearly two decades. Our knowledgeable staff focuses on providing the fastest turnaround times, excellent customer service, and the most accurate information available. Our cutting-edge tenant management software provides easy-to-use and convenient solutions for requesting, results delivery and invoicing.



Reports

Our reports are fast, accurate, and easy to read. Tenant Score takes the guesswork out of tenant screening.



Compliance

We help you keep your bases covered by ensuring that our specialized screening process is compliant with all applicable state and federal screening laws.



Tenant Management

Our Tenant Management Center uses a one-stop shop approach with built in email reminders, tracking tools, and document management features to simplify the decision-making process.



Tenant Pay

Our flexible payment options make it simple to decide whether you want to have the applicant pay up front or have your organization pay for each background check directly.



TrueTenant

Tenant Score gets it right the first time. Thanks to our sophisticated combination of technology and personal expertise, you won't have to worry about false-positives or missed records.



Electronic Release

Applicants can sign their background check authorization forms quickly and easily with our digital mouse signature tool.



24/7 Access

Tenant Score's secure web portal is available 24/7—anytime, anywhere.

ADVERSE ACTION COMPLIANCE SERVICES

Let us fulfill the FCRA regulations for you.

In the event that an applicant is denied tenancy due to an adverse decision based upon information supplied on the background check, Tenant Score will mail a letter to that applicant notifying them of this adverse action, abiding by the Fair Credit Reporting Act guidelines. At the applicant's request, Tenant Score will then mail a confidential copy of the background check to their home address. The charge for this service is \$2.00 per applicant.

For each Credit Bureau report requested, it is our current policy to mail a letter to each applicant that has negative information on his/her report free of charge. This includes any bankruptcies, collections, past due accounts, charged off accounts, etc.

Packages: Tenant Screening

Basic
Package
\$25.⁰⁰

Standard
Package
\$42.⁰⁰

Expanded
Package
\$60.⁰⁰

TenantScore	✓	✓	✓
Credit Report with Score	✓	✓	✓
Eviction Report	✓	✓	✓
TrueCrim (National Criminal/ Sex Offender Search)	✓	✓	✓
Social Security Trace		✓	✓
County Criminal Search <i>for Current Residence</i>		✓	✓
Employment Verification <i>for Current Employer</i>		✓	✓
County Criminal Search for <i>up to Two Previous Residences</i>			✓
Former Landlord Reference			✓

* See Page 4 for descriptions of these services.

AKA's (Maiden Name)

The applicant may self-report other names or True Hire sometimes locates other names that an applicant has recently used while conducting the Social Security Trace. Since Criminal Records are kept by name, it is important to search any additional names used within the past 7 years. Additional charges per name will apply.

Expanded Package Only:

Third Party Employment Verification Systems - For Verifications

Some employers outsource verifications to 3rd party providers, which typically charge \$5.00-\$30.00. You will be billed for the fee that True Hire is charged, there is no markup.

Court Fees (Standard and Expanded Only)

* Additional court fees may apply depending on where the applicant lives. Prices vary based on the individual counties.

Rush Fees (Standard and Expanded Only)

* True Hire can rush any request you may have for an additional \$10. You may call in your rush or check the "rush" box on your online submission.

Additional Services

Should there be a particular service you need added to these packages, you may select them on an a la carte basis. Other services include Reference Checks, Drug Testing, and Homeland Security Check and more!

- Call 1-800-262-7301 for any services not listed. We can accommodate your needs.

Service Descriptions

- TenantScore**
A fully-automated risk analysis for your tenet candidate, which looks at 16 different criteria to make its decision, and scores each candidate in one of four levels. Additionally, to further reduce hassle for you, our risk analysis system can automatically generate a rental agreement or denial letter according to your needs.
- Credit Report**
A Credit Bureau report details an applicant's credit history and when used correctly, can give an accurate sense of a person's reliability. It also gives an accurate listing of all current and former employers.
- Eviction Report**
This includes a national search of eviction court records on file including tenant judgment for possession and money, unlawful detainers, tenant judgments for rent, failure to pay rent, writs and warrants of eviction.
- TrueCrim (National criminal database of more than 600 million criminal records)**
A near instant search that returns results within a matter of hours or sooner! This search cross references more than 600 million records from all 50 states. These records are obtained by commercial vendors, including: Court Houses, State Departments, State Repositories, Sex Offender Registries, FBI Terrorist List, and Federal/State/Local wanted and fugitive lists, etc. True Hire recommends this as an add-on product to supplement the more detailed county and state level searches.
- National Sex Offender Search**
This service will check the National Sex Offender database and each State individually. It is included in the TrueCrim search.
- Social Security Number Trace**
This report is critical in establishing positive identification on an applicant, and can uncover hidden information. Social Security Traces verify the registrant's name, current address, and previous addresses.
- County Criminal Search**
A County Criminal Background Check can help you avert violence issues and lessen your liability. This criminal check is done at the courthouse of the county that a tenant applicant currently resides in. A typical check will show any convictions, as well as arrests, for felonies and serious misdemeanors.
- Employment Verification (Current Employer)**
Verifying a tenant's current employment assures the accuracy of the application and that the potential tenant can pay the rent. Current job performance information is provided.
- Additional County Criminal Search**
Criminal Search History can be conducted in up to two additional counties in which the person has resided in the past seven years.
- Former Landlord Reference**
Confirming basic tenant information with a previous landlord—timeliness of rent payment, cleanliness, respectfulness toward property and neighbors, and general character reference will be sought.

● Basic Package ● Standard Package ● Expanded Package

Additional Services

Reference Checks

Verifying a tenant applicant's references provides a more detailed insight to his or her work history. References can provide you with qualitative information regarding the applicant's track record, communication styles, sense of responsibility, strengths and weaknesses, interpersonal skills, and other details about their work style.

Drug Testing

True Hire makes it easy for you to incorporate a drug screening policy. We have testing centers located throughout the country to accommodate your needs. Screening can be for tenants. We offer full compliance with DOT guidelines and regulation. Negative results are available instantly. Positive results are reviewed by a Medical Review Officer (MRO) and available in 24-28 hours.

Homeland Security Check

Office of Foreign Asset Controls (OFAC) publishes a list of companies, individuals, groups, and entities, such as terrorists and narcotics traffickers designated under programs. This service cross references your applicant's name against over 45 worldwide databases of known terrorists, fugitives, individuals, organizations and companies considered to be a threat to global and national security. This service ensures USA Patriot Act compliance.

If you are looking for a service not listed here, please contact us, we can help!

Drug Testing Your Tenant Applicants

Substance abuse screening is a way to make sure that a tenant applicant is free from the use of illegal substances in their system. Many rental organizations are doing substance abuse screening on their tenants in order to ensure the safety of everyone involved with the rental property, to keep damages to a minimum, and ensure rental payments are made on time. Substance abuse has become a huge crisis in the world and especially in the United States where there are more than 24 million current users of illicit drugs and 176 million current users of alcohol. Marijuana is the most commonly used illegal substance with approximately 17.4 million current users, followed by prescription drug abuse with 6 million users.

Starting at
\$38

Drug Testing Requirements

1. Written notice concerning testing should be given to the tenant applicant before he or she is tested. (Background Screening Release Form)
2. The organization/property owner should have a written drug testing policy stating that the tenant should be drug free.

How the Screening Process Works...

Step 1: Email your candidate a link to schedule their test.

Step 2: The candidate will receive an electronic donor pass, which they'll take with them to any of our lab locations for their test, along with a photo ID.

Step 3: Results will post within a few hours, but can take up to 2 days if additional testing is needed.

We offer a 5-panel urine screen test which can detect five of the most commonly used street drugs: Marijuana, Cocaine, Amphetamines, Opiates, e.g. Heroin, and PCP.

We also offer a 10-panel urine screen test which includes all the substances in the 5-panel test, plus five prescription drugs: Benzodiazepines, Quaaludes, Methadone, Propoxyphene, and Barbiturates.

Any screenings with positive results will be reviewed by a MRO (medical review officer) and an expert in the substance abuse field. The result of the test is delivered in approximately 2-3 days from the time the prospective tenant goes for drug testing. You should receive a notification via email once your results are in. Urinalysis drug testing (which includes collection, initial screen, confirmation GC/MS screen if needed, and analysis by a MRO) and more extensive drug testing options (like hair drug test) are also available.

New Client Data Sheet for Tenants



by true hire

11730 Cleveland Avenue
Uniontown, Ohio 44685
TEL 800.262.7301 FAX 330.305.1230
info@true-hire.com

Instructions: Please complete this data sheet and return it to True Hire.

Client Information Must list physical address of company.

COMPANY NAME	DBA (if applicable)		
CONTACT NAME	TITLE		
PHYSICAL STREET ADDRESS	CITY, STATE, ZIP		
PHONE	FAX		
EMAIL	WEBSITE		
MAILING ADDRESS: (IF DIFFERENT FROM ABOVE)	CITY:	STATE:	ZIP:

Background Check Services Requested

Choose your Package:

<input type="checkbox"/> Basic Package \$25.00 TenantScore, True Crim, Eviction Report, Credit Report AKA's - \$7.99 * Should True Hire find a possible criminal record in an additional county not included in the package above, the charge is \$13.50 (per county, per name).	<input type="checkbox"/> Standard Package \$42.00 Includes everything in the Basic Package, plus... Social Trace, Single County Criminal Search (current residence), Current Employment Verification. AKA's - \$21.00 * Should True Hire find a possible criminal record in an additional county not included in the package above, the charge is \$13.50 (per county, per name).	<input type="checkbox"/> Expanded Package \$60.00 Includes everything in the Basic and Standard Packages, plus... Multi-County Criminal Search for the Past 7 Years (up to 2 counties in total), and Former Landlord Reference AKA's - \$38.00 * Should True Hire find a possible criminal record in an additional county not included in the package above, the charge is \$13.50 (per county, per name).
--	---	--

Drug Test \$38 True Hire will email the applicant a form to take to any of our drug testing locations. Results will be sent via email.
 *Note a contingent job offer must be made prior to drug test.

AKA's

Additional charges for other names: The applicant may self-report other names or True Hire may locate other names that an applicant has recently used while conducting the Social Security Trace. Since Criminal Records are kept by name, it is important to search any additional names used within the past 7 years. Additional charges per name will apply. Please initial indicating you understand True Hire's policy regarding additional names.

Criminal records are stored and searched by name and not social security number or any other means. The decision NOT to search all names for a given applicant may result in missed records.

* Additional fees apply if the applicant disclosed AKA's (other names they have used) (See prices above).

CHOOSE ONE OPTION BELOW:

Please Search AKA's Initial Here _____ OR Do Not Search AKA's Initial Here _____

Court Fees

* Additional Court fees may apply if the applicant lives in certain areas (See County Court Fees).

Expanded Package Only:

Third Party Employment/Education Verification Systems

- For Employment Verifications
 Some employers outsource verifications to 3rd party providers, which typically charge \$5.00-\$30.00. You will be billed for the fee that True Hire is charged, there is no markup.

Rush Fees

* True Hire can rush any request you may have for an additional \$10. You may call in your rush or check upon submission online.

Initial Here _____

Accounts Payable Contact

Same as above

CONTACT NAME	EMAIL
PHONE	FAX
BILLING ADDRESS (if different from above)	
WHO SHOULD RECEIVE THE BILL?	DO YOU NEED A P.O. REFERENCED?

Company Details

Approximately how many applicants do you plan to screen per month?

[1]

How many properties do you have?

[2]

Super Administrator User Info This account will have full privileges for requesting/receiving background checks.

[1] NAME	PHONE	FAX	EMAIL
[OPTIONAL] USER ID (6-10 characters)	PASSWORD (6-10 characters)	SUPER ADMIN PRIVILEGES: Add Requests, View Results, View Daily Status Reports, Administrator Functions	

Additional Requestors/Users Please list all other people that will be requesting/receiving background checks.

[1] NAME	PHONE	FAX	EMAIL
[OPTIONAL] USER ID (6-10 characters)	PASSWORD (6-10 characters)	ALLOW USER TO (check all that apply): <input type="checkbox"/> Add Requests <input type="checkbox"/> View Results <input type="checkbox"/> View Daily Status Reports <input type="checkbox"/> Administrator Functions	
[2] NAME	PHONE	FAX	EMAIL
[OPTIONAL] USER ID (6-10 characters)	PASSWORD (6-10 characters)	ALLOW USER TO (check all that apply): <input type="checkbox"/> Add Requests <input type="checkbox"/> View Results <input type="checkbox"/> View Daily Status Reports <input type="checkbox"/> Administrator Functions	

FCRA Requirements

Have you read and understand the Fair Credit Reporting Act and how it relates to background checks?

Yes No

Cancellation Policy

If service is cancelled for any reason, you will not receive a refund.

Delivery of Reports Select your preferred method to receive background check requests.

Web Fax Mail

One Time Account Set Up Fee & Annual Maintenance Fee

True Hire will charge/bill you for an account set up fee of \$99 and a yearly compliance fee of \$25.

Initial Here

X _____



Credit Card Charge Authorization

True Hire requires screening services to be billed to a credit card. Your credit card will be charged at the end of the month for Consumer Reports completed within that month. You will still receive a monthly invoice but it will be marked as paid by credit card. For months in which there is no screening activity, there will be no charges invoiced or billed.

Initial Here

X _____ Please charge my monthly invoice to my credit card.

Initial Here

X _____ Please charge my one time \$99 sign up fee to my credit card.

Billing Information

Name:

Contact Name:

Billing Address:

City, State, Zip:

Email (where we'll
send your receipt):

Phone:

Charge Card Information

Card Type: Visa MasterCard Discover American Express

Card Holder:

Card Number:

3 Digit Security Code (4 for Amex):

Expiration Date:

Address on credit card statement
(if different from above):

City, State, Zip:

I Authorize True Hire to charge my monthly invoice to the credit card listed above.

Sign Here

Signature:

Date:

*A \$30 fee will be charged for any moneys not received due to NSF, accounts expired or declined. You are notified 30 days in advance of your credit card expiring.