



(NAME OF LANDLORD/RENTAL PROPERTY)

Personal Information Needed for Background Investigation

The following information will be used to conduct a background investigation. Please ensure the information below is accurate to the best of your knowledge. Please note that your personal information is confidential and will only be used for background investigation purposes.

Confidential Information Used for Background Checking Purposes Only

PRINT FIRST NAME	MIDDLE INITIAL	LAST	SOCIAL SECURITY NUMBER	DATE OF BIRTH
DRIVER'S LICENSE NUMBER	STATE OF ISSUANCE	PHONE	EMAIL	
PRESENT ADDRESS		CITY, STATE, ZIP		COUNTY

Please list any previous addresses you have had in the past 7 years:

STREET ADDRESS, CITY, STATE, ZIP	COUNTY	DATES (FROM / TO)
STREET ADDRESS, CITY, STATE, ZIP	COUNTY	DATES (FROM / TO)
STREET ADDRESS, CITY, STATE, ZIP	COUNTY	DATES (FROM / TO)

Please list any former names (i.e. maiden or otherwise) you have used in the past 7 years (including years used):

[1] FORMER NAME	DATES (FROM / TO)
[2] FORMER NAME	DATES (FROM / TO)
[3] FORMER NAME	DATES (FROM / TO)
[4] FORMER NAME	DATES (FROM / TO)

Sign Here

Signature:

Date:

Previous Employment - please provide a City, State, and/or phone number.

[1] COMPANY NAME		PHONE	
STREET ADDRESS	CITY	STATE	ZIP
POSITION	SUPERVISOR	May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
START DATE	END DATE	STARTING SALARY	ENDING SALARY
RESPONSIBILITIES		REASON FOR LEAVING (If applicable)	
[2] COMPANY NAME		PHONE	
STREET ADDRESS	CITY	STATE	ZIP
POSITION	SUPERVISOR	May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
START DATE	END DATE	STARTING SALARY	ENDING SALARY
RESPONSIBILITIES		REASON FOR LEAVING (If applicable)	
[3] COMPANY NAME		PHONE	
STREET ADDRESS	CITY	STATE	ZIP
POSITION	SUPERVISOR	May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
START DATE	END DATE	STARTING SALARY	ENDING SALARY
RESPONSIBILITIES		REASON FOR LEAVING (If applicable)	
[4] COMPANY NAME		PHONE	
STREET ADDRESS	CITY	STATE	ZIP
POSITION	SUPERVISOR	May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
START DATE	END DATE	STARTING SALARY	ENDING SALARY
RESPONSIBILITIES		REASON FOR LEAVING (If applicable)	

Education

[1] HIGH SCHOOL NAME		CITY, STATE	
START DATE	END DATE	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	GRADUATION DATE
AREA OF CONCENTRATION			GPA
[2] HIGHER EDUCATION NAME		CITY, STATE	
START DATE	END DATE	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	GRADUATION DATE
DEGREE	AREA OF CONCENTRATION		GPA
[3] HIGHER EDUCATION NAME		CITY, STATE	
START DATE	END DATE	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	GRADUATION DATE
DEGREE	AREA OF CONCENTRATION		GPA

Acknowledgement and Authorization Regarding Background Investigation

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION, A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT, AND RIGHT TO OBTAIN MORE INFORMATION REGARDING INVESTIGATIVE CONSUMER REPORTS. I certify that I have read and understand those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by _____ (“the Company”)
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at any time during the screening process and throughout my rental of the property, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, insurance company or other party to furnish any and all background information requested by True Hire, LLC, 11730 Cleveland Ave., N.W., Uniontown, OH 44685, 800.262.7301, info@true-hire.com (the Agency”) and/or the Company.

State of Washington applicants and employees only: If the Company requests an investigative consumer report from a consumer reporting agency, you have the right to receive a complete and accurate disclosure of the nature and scope of the investigation requested by Company. You also have the right to request from the Agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Massachusetts and New Jersey applicants and employees only: You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the Agency identified above directly.

New York applicants and employees only: You have the right, upon request, to be informed of whether or not a consumer report was requested from a consumer reporting agency by contacting the Agency. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may also inspect and receive a copy of the report by contacting the Agency with the contact information above. By signing below, you also acknowledge receipt of Article 23-A of the NY Correction Law.

Minnesota applicants and employees only: You have the right, upon written request to the Agency, to receive a complete and accurate disclosure of the nature and scope of any consumer report. The Agency must make this disclosure within five days of receipt of your request or of Company’s request for the report, whichever is later. Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

Oklahoma applicants and employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants and employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Sign Here

Signature: _____

Date: _____

Print Name: _____



Right to Obtain More Information Regarding Investigative Consumer Reports

You have the right to request disclosure of the nature and scope of any investigative consumer report ordered by _____ (“the Company”). You may either

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contact the Company for this information or the agency preparing the report, True Hire, LLC, 11730 Cleveland Ave., N.W., Uniontown, OH 44685, 800.262.7301, info@true-hire.com. Please be advised that the nature and scope of the most common form of investigative consumer report obtained by the Company is an investigation into your employment history. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.



Disclosure Regarding Background Investigation

_____ (“the Company”) may obtain information about you
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from a consumer reporting agency for application purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your criminal history, credit history, motor vehicle records (“driving records”), verification of your education or employment history or other background checks.

Notice Regarding Background Investigation Pursuant to California Law

_____ (“the Company”) intends to obtain information about you from an
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investigative consumer reporting agency and/or a consumer credit reporting agency for application purposes. Thus, you can expect to be the subject of “investigative consumer reports” and “consumer credit reports” obtained for application purposes. Such reports may include information about your character, general reputation, personal characteristics, and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Company may investigate the information contained in your application and other background information about you, including but not limited to, obtaining a criminal record report, verifying references, work history, your educational achievements, licensure and certifications, obtaining your driving record and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making application decisions. The source of any investigative consumer report (as that term is defined under California law) will be True Hire, LLC, 11730 Cleveland Ave., N.W., Uniontown, OH 44685, 800.262.7301, info@true-hire.com. The source of any consumer credit report will be True Hire, LLC, 11730 Cleveland Ave., N.W., Uniontown, OH 44685, 800.262.7301, info@true-hire.com. Information regarding True Hire, LLC’s privacy practices (including information about whether any consumer personal information will be sent outside the U.S. or its territories) may be found at <http://true-hire.com/>

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA’s file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and upon reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA’s file on you which is required to be provided by the California Civil Code and will be provided to you via telephone, if you have made a written request with proper identification for telephone disclosure and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA’s complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA’s.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.