



## Rate-a-Renter TenantScore®

### New Account Checklist for:

### Individual Landlords, Property Owners and/or Individual Landlords or Property Owners Operating Under a Business Name and/or those Accessing TenantScore® Reports from a Residence:

These forms can be completed online, but must be printed out, signed and faxed back to us at 888 277-2733.

1. Completed and signed [Membership Application](#)
2. Completed and signed [Subscriber Agreement](#)
3. Completed and signed [End User Certificate of Compliance](#)
4. A copy of Driver's License or other Government issued Identification Document.
5. A current list of all projects under contract including: *Project or Complex Name, Physical Address, Contact Person, Name & Phone Number.*  
[Confidential Property Ownership Disclosure](#)
6. If applicable, a copy of a file-stamped Business License, Corporate Articles, or other formation documents such as Fictitious Business Name, Partnership Agreement, etc.
7. A copy of voided bank check from account used to pay property taxes or expenses.
8. A copy of blank rental application (**Very Important Note:** with **APSCREEN Rate-A-Renter TenantScore®** you must maintain those signed Tenant Applications on file, as your signed Subscriber Agreement and Membership Application constitutes an agreement to provide them by FAX or scanned email to APSCREEN within 24 hours, upon either written or verbal request should an audit be conducted of your subscriber account).
9. Our [2012 FCRA Notice to Consumer](#) must be signed by each applicant and kept in your records.
10. Complete this [TenantScore® card](#) if you want to customize your options.