

REQUEST FOR BACKGROUND/CREDIT CHECK

FROM _____ EXT _____ DIVN _____ DATE _____
Community Association Manager (Requestor)

ASSN _____ ASS N# _____ OWNER# _____
On behalf of Name of Association

RESIDENT SCREENING PACKAGE

OABBREVIATED PACKAGE (\$52.00)

INCLUDES: CREDIT REPORT

NATIONAL CRIMINAL HISTORY REPORT — includes nationwide search for felony, sexual predator and misdemeanor offenses
TENANT/LANDLORD EVICTIONS RECORDS SEARCH
CBSV SOCIAL SECURITY VERIFICATION

OFULL PACKAGE (\$66.00)

INCLUDES: CREDIT REPORT

NATIONAL CRIMINAL HISTORY REPORT — includes nationwide search for felony, sexual predator and misdemeanor offenses
TENANT/LANDLORD EVICTIONS RECORDS SEARCH VERIFICATION OF PRESENT/PREVIOUS LANDLORD
VERIFICATION OF PRESENT/PREVIOUS EMPLOYMENT*

* Some employers may charge the reporting agency an additional fee to provide employment information. Nathen will not approve additional charges without manager authorization.

CBSV SOCIAL SECURITY VERIFICATION

REQUEST MUST BE ACCOMPANIED BY A COMPLETED:

NOTICE OF INTENT TO LEASE (**SMI P-15**) & AUTHORIZATION TO RELEASE INFORMATION FORM

OR

NOTICE OF INTENT TO SELL (**SMI P-16**) & AUTHORIZATION TO RELEASE INFORMATION FORM

DEPARTMENT USE ONLY:

COMPLETED BY _____ **DATE COMPLETED** _____

INSTRUCTIONS: Forward completed form and authorization to kkrieg@sentrymgt.com for processing. The search results report will be emailed to the requestor upon receipt. All information obtained through this process is confidential and for authorized board member use only. All hard copy information associated with this process is to be shredded upon completion of use.