



ASSET MANAGEMENT, INC.

RESIDENT SCREENING REPORT POLICY & ACKNOWLEDGEMENT

In order to remain in compliance with our screening vendor contract and credit reporting laws, please carefully read the policies outlined below. For the purpose of this acknowledgement, the term “**Resident Screening Report**” is defined as a credit, criminal or background report obtained directly by Tenant Tracker, Inc. Responsibility will originate with the employee that generated the **Resident Screening Report**, which is traceable via the tracking number at the top of each Resident Screening Report. Other or multiple employees may be held responsible if evidence exists that one or more of the policies below were not followed.

- Any part of a **Resident Screening Report** that is no longer needed must be shredded onsite or by a certified shredding company. If your property doesn’t have a working shredder or a certified shredding company then please contact your supervisor directly. Not having a shredder or secure shredding box is not an excuse for improperly disposing of a **Resident Screening Report**.
- All files containing a **Resident Screening Report** must be secured behind two (2) locks when you leave at the end of the day. For example, the clubroom entry door counts as one lock and tenant files should be locked in another office or filing cabinet too (totaling two locks). Leaving applicant or resident files stacked on an office desk that is either not locked or outside the manager’s locked office at the end of the day doesn’t comply with the two lock rule.
- Under no circumstance should a **Resident Screening Report** be copied and/or provided to an applicant or resident.
- Under no circumstance should the specific content of a **Resident Screening Report** be shown or discussed with an applicant or resident. Only generic details can be discussed. For example, an applicant was denied for **Assault**. In this example, you’d explain that the applicant was denied based on a prior **conviction** of “**Assault**” and therefore denied occupancy based on our Resident Selection Criteria, yet NOT share any specific details contained within the report including but not limited to date of offense, reporting city/county, conviction type [example: misdemeanor, felony], etc..
- Under no circumstance should a **Resident Screening Report** or a partial **Resident Screen Report** be e-mailed to anyone, including but not limited to anyone at Tenant Tracker or an employee with a @questami.com e-mail address. For move-ins or transfers, a **Resident Screening Report** should not be e-mailed to corporate compliance, however, a printed copy of page one [of the **Resident Screen Report**] will remain in each move-in / transfer tenant file.
- If an applicant is denied by Quest compliance or management then the applicant must contact Tenant Tracker, Inc. directly to obtain a copy of their screening report and/or dispute the information on their report, if applicable. *The Applicant Denial & Notification Policy* and applicant denial letter can always be found under the “**Leasing Forms**” section of the Quest forms website. The denial letter was designed so that you can type information directly into the form itself within Adobe Acrobat. By signing below, you acknowledge that you have read the *Applicant Denial & Notification Policy*, the applicant denial letter and understand it.

EMPLOYEE ACKNOWLEDGEMENT:

Please contact your supervisor directly if you have any questions related to the above screening policies. By signing below, I acknowledge receipt of the screening report policies outlined above. I also understand that any violation of the policies above could result in immediate termination and involvement in a lawsuit related to the mishandling or distribution of screening report information. I also understand that I could be personally held liable for criminal and civil damages under the Fair Credit Reporting Act for the improper disposal or dissemination of information contained with any **Resident Screening Report**.

Accepted and agreed to this _____ day of _____, 20_____.

Employee Signature

Representative of Company