

## Personalized investigation services include:

**1. Employment Verification:** We will provide the applicant's hire date, income, position, and if the applicant is employed on a full time, part time, or a temporary basis.

**2. Present & previous residence verifications:** Real Estate Tax records are obtained prior to contacting the current and former landlord (when available). This is to verify the stated landlord does, in fact, own the property and that the stated landlord is not a friend or relative. Upon verifying ownership we will then provide you with the applicant's move in date, monthly payment, payment history, when the current lease matures, and if the applicant has had unauthorized residents, damages, disturbances, or if the current or former landlord would re-rent to them.

**3. Social security number verification:** This is to verify the applicant has provided the correct and valid number issued to them by the Social Security Administration.

**4. Debt to income Ratio:** This is based on the applicant's current monthly obligations and your proposed rent. This will determine based on standard housing guidelines if they will have adequate income to support their current obligations and the proposed rent.

**5. Financial analysis & evaluation:** This is to determine if the applicant qualifies and has the capacity to pay based on financial history.

**6. Summary:** We will summarize the investigation and provide an evaluation report indicating if we would recommend, decline, or qualify the applicant with conditions (i.e. co-signer or possibly an additional security deposit).

**Full Screening Service:** \$50.00 application fee (per person). Please allow 24-72 hours for processing.

**Tenancy Review Report:** \$20.00 (per person).

[To view a sample report click here.](#)

**In house Statewide Criminal Search:** Individual statewide criminal searches. \$20.00 (per person/per state). Note: Some states may not be available or charge additional fees. Our office will contact you when applicable.

**In house Nationwide Criminal Search:** Individual criminal searches obtained through a nationwide database. \$30.00 per person.

**In house Eviction Report-** \$10.00 (per person/per state).

**SSN/Address Search- SSN/Address Search** establishes a comprehensive residential history that allows for a more complete background check by verifying and returning information on applicants: full name, age/DOB, address and dates at listed addresses plus phone number when available. \$10.00 (per person).

**Rental Payment Management-** Contact office for pricing.

**Lease document preparation-** Contact office for pricing.

**Note:** Client agrees to an annual administrative fee of \$35.00. This fee is to maintain the proper storage and disposal of sensitive information. The fee is charged when you use any of our services the first time within a new fiscal calendar year (January - December). Fees are not prorated.  
*Fees are subject to change without notice.*