

Quick Screening Tips

Checklist

- Is the application **completed**?
- Is the application form **legible**?
- Does the signature on the form match the photo ID?
- Is a **date of birth** provided?
- Ask for pay stubs. Check the name, SSN and salary.
- Does the pay stub look **altered**?
- If self-employed, ask for business cards, tax returns and a professional license

How to spot identity theft

Identity theft generally takes one of two forms.

1. The perpetrator knows the individual he/she is

impersonating extremely well (children using parents' ID, parents using minor's identity, ex-friends). A lying applicant may know everything about the person. Employment, address history, and bank account numbers are all real and are legitimate if checked out. The differences may be as subtle as a "Jr." or "Sr." designation that is omitted on an application form, but appears on the photo ID. **Carefully review the date of birth on the photo ID with how old the applicant appears.**

2. The perpetrator has stolen a wallet or purse

and thus has limited knowledge of the person. This type generally creates an application that is a hybrid of truth and fiction. The application will have the name, address, SSN will reflect the stolen identification. The rest – references, jobs, address history – is usually consistent with the perpetrator's real life. **Check out references** and the inconsistencies will be glaring.



Red flags

- Applicant is **nervous** or is **in a rush to move in**
- Applicant encourages you to **"trust him/her"** and tries to dissuade you from verifying information provided
- Applicant refuses to complete the application form **in full**
- **Inconsistencies** between where the applicant says he/she has lived and the addresses on the screening report, or inconsistencies among the application form, the documentation and/or something the applicant has said
- Applicant refuses to provide necessary documentary proof of the information provided on the application form
- Applicant has **no bank account** or is "self-employed" with no documentation substantiating a legitimate business



We're here to help.

Call **866 2 ON-SITE** (866 266 7483) or click the question mark in the upper right corner for instant support options.

Applicants disputing a screening report should call our **Renter Relations** department at **877 222 0384**. We will investigate and make any adjustments quickly.