



Frequently Asked Questions

FAST – EASY – AFFORDABLE

Relax – we've got this!

- **How do I get set up to have you screen tenants for me?** Access our website www.nwtenantscreening.com or stop by our office. Complete and submit the Screening Agreement, you can fax or email. It takes about 5 minutes to set up your account – all set to go! When you have an application; complete the Screening Request Form and submit the complete application, fax, email or bring it by the office. We pull the requested reports and fax or email the Summary Report back to you. We are happy to answer any questions regarding the applicant or any Oregon Specific Forms you should consider.
- **How much does it cost?** Credit Reports are \$15.00, Criminal Reports are \$35.00. Full Screening which includes a Credit, Criminal, Rental and Employment Verification is \$85.00. You pay the Company for the service and the Applicant pays you.
- **Can I get a Credit Report and Statewide Criminal Report together?** Yes, the cost is just \$45.00
- **How quickly can you get the Reports back to me?** We can usually get reports back to you within 24 hours! **We are not available on Holidays and weekends.**
- **Why do you need signed Rental Application forms?** Federal and State laws require that we have authorization from the applicant to verify the information. We need a signed and dated application to prove we have authorization. We are required by law to keep a copy of the application in our office along with all reports or other documents that we generate.
- **Why can't I have a copy of the Credit Report – I always used to be able to have one for my records?** Federal Fair Debt and Identity Theft Laws were changed to protect consumers. We are now prohibited from releasing credit reports to anyone. You will receive a summary of the report. You may view the report at our office or receive details by phone.
- **Can I email or fax information and report requests to you?** Yes, Sharrol@nwscreening.com or fax to 541-526-0751.