 **CREDENTIALS VERIFICATION SERVICE, INC**

**Applicants need to READ THIS - Directions for Applying for Property**

1. **Use BLACK ink to complete the application. Blue, green, red ink and pencil are too light. Sharpies smear and are too bold. We need to be able to read the writing. If we can’t read it, we can’t run it. This is a FULL PAGE, 8.5 X 11, INCLUDING the TOP and BOTTOM.**
2. **If you type the information, please use a LARGE font, greater than a 11. Use an Arial or Calibri font rather than Time font. You are reading an 11 font. We need be able to read it.**
3. **Screen shots taken with cell phones are blurry, black, too dark + hard to read. If you take a picture, use CamScanner, a free app. Switch your phone camera setting to BLACK + WHITE, not color. Lay the application FLAT on a desk, UNDER a bright lamp which shines from the top of the application down to the bottom. Do not stand in front of the light. It creates a dark shadow. The application must appear consistent. If we can’t read it or it looks dark or messy, you will need to do it over. We must see WHOLE page! All of it! \*\*\***
4. **If you make a copy, leave the lid cover down long enough to scan. Lifting the lid too soon makes it look black. Info sent over the phone will subject your personal information to hackers who will steal your identity. It has happened before. That’s why we like fax.**
5. **We only use Equifax. As part of the screening, we will pull your credit so please make sure it is UNLOCKED 1st, before we run it. If it is still locked when we pull it, there is a $20 re-run fee because EACH attempt is charged by Equifax.**
6. **We do not work on weekends. If you are completing an application after noon on Friday or over the weekend and your credit is locked, please call and unlock it on Sunday night. Equifax allows a 24 hour window for it to be open then once it is pulled, it is locked back down. Do not unlock it on Saturday as we will not return to the office until Monday morning. Otherwise, the 24 hour period will have expired and you would need to call Equifax back and request it be unlocked again.**
7. **We run everyone who fills out the application. Don’t fill it out if you don’t want it run.**
8. **Delays are caused failing to give the landlord proper notice. You should notify your landlord BEFORE we call them. We will call them. If you have not given notice, it will cause a delay. They won’t give a reference & they will be calling you.**
9. **If you are in a hurry, there is an extra $20 “RUSH” fee. Processing time is usually 24 – 48 hours. Please use BLACK ink and make sure the hand writing can be read. Once the application is submitted, there are no cancellations or refunds. We are charged for our database usage. All submissions are final.**
10. **HAND-SIGN the forms. Electronically typed + Dot-loop signatures are not accepted. HR departments and apartments compare signatures with those on file. If it doesn’t match, no information is provided. You will spend more time by not doing it right to begin with.**