



NATIONAL SCREENING BUREAU

209 E. William, Suite #418
Wichita, KS 67202
(316) 263-4400 1-877-263-4405
(316) 223-1094 Fax

Process for Screening a Tenant

1. Have you applicant complete an application with an Authorization statement included.
 - If you do not have one you can download one from our site.
 - We also recommend getting a copy of their Drivers License.
 - Keep a copy of the authorization on file for 4 years.
2. Give the applicant a copy of the “Summary of your rights under the FCRA”.
 - This is a federally required document that explains what course of action applicants can take if they wish to dispute the finding of a background check.
3. If you decide not to rent to the applicant based in whole or in part on the results from the background screening, you are required to complete a process know as Adverse Action.
 - You can do this by logging on to your system, going to the search tab and searching for the applicants’ application. Go to the product selection area and select adverse action. We will send out the necessary information to your applicant and keep you informed of the results, or you can send out the form which is available on our website.

If you have any questions please feel free to contact us
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