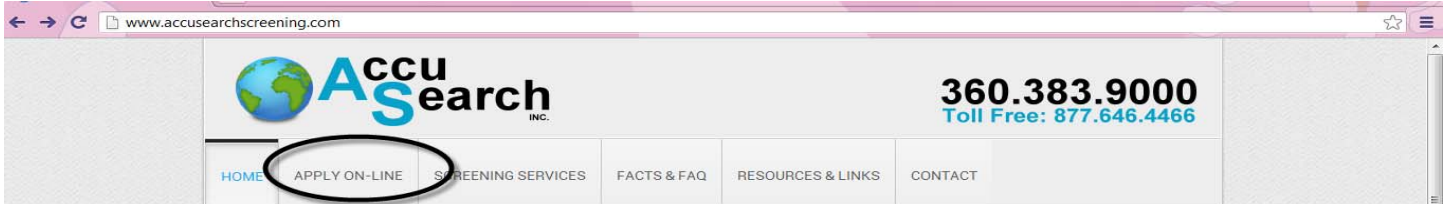




## Steps to Applying On-line for Tenant Screening

**STEP ONE:** To apply and pay on-line go to [www.accusearchscreening.com](http://www.accusearchscreening.com)

**STEP TWO:** Select APPLY ON-LINE \*Anyone over the age of 18 MUST fill out separate application.\*



**STEP THREE:** Click to launch secure on-line application

**Click Here to launch** your secure on-line application, it will open in a new window.  
**One person per application.**

Before launching the on-line application, you will need to obtain a code and report type from the property management company or real estate firm where you are applying.

Once the application is complete and you SUBMIT the application, Paypal will display on-line steps to pay the screening fee.

**You DO NOT need a Paypal account, you can use Paypal or any credit card.**

**STEP FOUR:** Enter the Rental Management Company Code **provided by the property manager**.  
\*The code is required in order to apply on-line.



**STEP FIVE:** Complete the application. We suggest having the following required and requested information on hand before starting the on-line screening process. \*SSN \*DOB \*Current Address \*Signature are required. The following are requested: current and prior rental information including address, dates occupied and landlord contact, employment information, any additional income used for qualifying, local contact and auto information.

**STEP SIX:** **SIGN with your MOUSE!** Read Accusearch disclosure, then sign the application as required.

**STEP SEVEN:** Select report type and fee **provided by the property manager**.

**STEP EIGHT:** Click **SUBMIT** and pay via PayPal.

Property Management Company: \_\_\_\_\_

Rental Management Company Code: \_\_\_\_\_

Report Type and Fee: \_\_\_\_\_