

# **Your Neighborhood Realty, Inc.**

## **Property Management**

### **Portable Tenant Screening Report (PTSR)**

- 1)** Applicant has the right to provide to Your Neighborhood Realty, Inc. with a PTSR not more than 30-days old, as defined in §38-12-902(2.5), Colorado Revised Statutes, and **2)** if Applicant provides Your Neighborhood Realty, Inc. with a PTSR, Your Neighborhood Realty, Inc. is prohibited from: a) charging Applicant with a rental application fee: or b) charging Applicant a fee for Your Neighborhood Realty, Inc. to access or use the PTSR.

If Applicant provides Your Neighborhood Realty, Inc. with a PTSR: a) the PTSR must be available to Your Neighborhood Realty, Inc. by a consumer reporting agency/third-party website that regularly engages in the business of providing consumer reports;

- 3)** the PTSR must comply with all state and federal laws pertaining to use and disclosure of information contained in a consumer report by a consumer reporting agency; and c) Applicant certifies that there has not been a material change in the information in the PTSR, including the Applicant's name, address, bankruptcy status, criminal history, or eviction history, since the PTSR was generated.

In the event that an Applicant provides their own valid PTSR per the above, Your Neighborhood Realty, Inc. will still pull their own screening report, but not charge the applicant.

### **Your Neighborhood Realty, Inc.'s PTSR Acceptance Policy**

**1.** For a PTSR to be legally valid and accepted by us, it must include the following information about the applicant:

- a.** Name
- b.** Contact information
- c.** Verification of employment & income
- d.** Last known address
- e.** Rental & credit history (in all jurisdictions in which they have lived) that complies with section 38-12-904(1)(a) concerning a landlord's considerations of a prospective tenants rental history.
- f.** Criminal history for all federal, state and local convictions (in all jurisdictions in which they have lived) that complies with section 38-12-904(1)(b) concerning a landlord's consideration of prospective tenants' arrest records.
- g.** The date in which it was pulled.

- 2.** We require that the report is not more than 30 days old.
- 3.** The PTSR must be made directly available to us by the consumer reporting agency or provided through a third-party website that regularly engages in the business of providing consumer reports and complies with all the state and federal laws pertaining to use and disclosure of information contained in the consumer report by a consumer reporting agency.
- 4.** We require that the screening report is made available directly to us from the screening company, and at no cost to us.
- 5.** We require a statement from you that there has not been any material change of the information in the screening report including your name, address, bankruptcy status, criminal history, or eviction history since the report was generated.
- 6.** If you do not have or provide a proper or complete PTSR you will need to complete our online rental application and pay any applicable fees.
- 7.** Even if you do have and provide a proper and complete PTSR you will still need to complete our online rental application but you do not need an application fee for this process.
- 8.** If you have a pet, you will be required to complete a separate pet application process and third-party pet application fees may apply.
- 9.** Even if you do provide a proper and complete PTSR we may generate an internal credit and background reports which may impact your credit score.
- 10.** If any information on our generated report is different than the information provided in your PTSR, we may rely on the information given in our generated report.

