

APPLICATION VERIFICATION

ATS takes only the necessary time to approve or reject a tenant. We call the landlord with the information. If the tenant is not approved, we ask that the landlord have the applicant call ATS **within twenty-four hours** to discuss the reason(s) why the application did not go through.

WE HANDLE ALL REJECTIONS

Every individual has the right to a full disclosure of what the problem is, if it can be resolved, and how this can be accomplished quickly -- at both the owner and tenant convenience. Sometimes the applicant left out a piece of information or was confused about an issue. They will call in after the landlord has told them they were denied because of low income. The applicant did not realize child support is counted as income. It was not on the application, or a person in the Reserves, this is income. We will then go further and verify the information and report it to the landlord. **ATS IS HERE TO BRING THE LANDLORD AND THE RENTER TOGETHER.**

Always encourage the applicant to call in for an explanation if you have denied them. We welcome the call, but they must call immediately. The landlord cannot hold a unit if the applicant was denied. This is why it's so important that you review the application for errors or omissions before submitting it for processing.

IDENTIFICATION FRAUD

How do you know if the person in front of you is the person who signed off on the application if you let them take it home with them? Use the procedure I am giving you when you receive an application for processing.

After seeing the signature on the application, ask for their two identifications whether it be their *Drivers License, Social Security Card, Car Registration or Inspection, Check Book, and Car Insurance Card*. Many things can be matched up if the applicant has proper ID. After looking at these things, What Do You Have?? Isn't it strange they would have to run home to get ID when their Car Inspection or Registration or Insurance Card is in their glove compartment with name, address & other information that can be matched up with the application information.

WHY ATS WORKS

Although Apartment Tenant Screening of America employs the most thorough screening practices and procedures available, you're likely to find we turn down far fewer tenants than the current method you're using. because we make use of our resources and knowledge to get all the

vital information necessary to complete the application for you.

Our thoroughness is designed to protect you, the Landlord, but often will catch simple facts which others might have overlooked by assuming and not talking to the applicant. Twenty-nine years processing applications has taught us many things, most importantly, to take nothing for granted when going after facts and background. If we have a question we will call the applicant if necessary. Many times the credit report will give us addresses that the applicant didn't put on the applications. We have to gather such information as this.

Over the years, we have proven that it works. ATS has been dedicated to providing the very best possible service to the Landlord. Now we enjoy the confidence of many owners and managers, representing thousands of rental units in many states.

ATS offers free consultation anytime for our Landlords. Any questions you have can be easily answered by making that call to ATS. We are the oldest, most experienced company around with many years of property management experience. We now how to cover all the bases.

Together, we have stopped thousands of bad tenants from moving in. We have also been able to qualify many applicants for you as they had good work history, good Landlord history and maybe not such a good credit report. ATS can take the time to go back in history and find they might have been laid off or ill or injured, or the company shut down or many other reasons for credit issues. The credit report will tell us a lot of things. "The Landlord Needs To Know".

.....We pursue these possibilities as to why their credit is damaged. This can be a workable applicant. The credit can show a pattern if they're trying to re-establish their credit by consolidating their debts...or Bankruptcy. This needs to be looked at. Just know that ATS will look into all of these possibilities.

HOW TO BECOME AN ATS MEMBER

SELECT AN OPTION

1. Call in for your Membership ID Number. Send or fax in your sign-up sheet.
2. Pay Membership fee by credit card or drop check into the mail for \$35.00.
3. If you have an application to run right away, pay up front by credit card.
4. See sign-up sheet for options

We will immediately send you rental application forms and denial letters for applicants and a

Welcome letter with your ID#. Your ID# must go on each application you send in to be processed.

There are no contracts to sign and no written agreements. We simply insist you pay as you need us. Our fax is on 24 hours a day and messages can be taken 24 hours a day. The Applicant pays for the processing and you pay for the Membership, which includes all services offered by ATS.

Any questions, please call in anytime.

HOW TO FILL OUT THE APPLICATION

ALWAYS GIVE THE APPLICANT A COPY OF THE APPLICATION

1. YOU MUST PROVIDE THE LANDLORD WITH **TWO (2) SEPARATE ID's WITH YOUR SIGNATURE ON THEM.**

**WE HAVE 48 HOURS TO PROCESS YOUR APPLICATION.
ALL PERTINENT INFORMATION MUST BE SUBMITTED WITH THE
APPLICATION.**

**APPLICATIONS WILL BE DENIED FOR ANY APPLICATIONS THAT COME IN
WITH MISSING DOCUMENTATION.**

2. PLEASE USE A BLACK INK PEN ONLY.

3. **DO NOT PUT TWO SINGLE PEOPLE ON THIS APPLICATION.**

4. PROVIDE THE LANDLORD WITH YOUR **DRIVERS LICENSE & SOCIAL SECURITY NUMBER. ORIGINAL DOCUMENTS ONLY.**

5. PROVIDE **ALL PHONE NUMBERS** FOR BOTH PRESENT & PREVIOUS LANDLORDS. **ATS WILL NOT PROVIDE THOSE FOR YOU.**

6. PROVIDE **ALL EMPLOYER PHONE NUMBERS** FOR BOTH PRESENT & PREVIOUS EMPLOYERS TWO YEARS.

7. **PROVIDE A WORKING PHONE OR CELL NUMBER WHERE YOU CAN BE CALLED.**

8. EXPLAIN IF YOU ARE PAID HOURLY OR SALARIED. PROVIDE PART TIME HOURS (GIVING NUMBER OF HOURS WORKED EACH WEEK) OR FULL TIME

HOURS.

9. YOU NEED TO GIVE THE LANDLORD TWO PAY STUBS OR YOUR PREVIOUS **1040/W2**. IF SELF-EMPLOYED, YOU WILL NEED TO PROVIDE YOUR PREVIOUS **1099** OR **SCHEDULE C** OR WHATEVER FORM YOU USED TO REPORT YOUR EARNINGS. **YOU MAY ALSO FAX THESE INTO ATS IMMEDIATELY.**

10. YOU MAY PAY FOR THE APPLICATION BY **CREDIT CARD OR MONEY ORDER** OR **PAY THE LANDLORD.**

ATS WILL NOT ACCEPT A CHECK FROM THE APPLICANT

11. ATS WILL REVIEW FINDINGS WITH THE APPLICANT IF YOU CALL **WITHIN 48 HOURS** AFTER YOU HAVE BEEN INFORMED BY THE LANDLORD OF THEIR DECISION.

ATS GATHERS THE INFORMATION FOR THE LANDLORD AND THE LANDLORD MAKES THE DECISION TO APPROVE OR DENY THE APPLICATION.

Reporting to the Landlord:

ATS calls the landlord. Then we follow up with a Landlord Report. This report is sent to provide the landlord with a record of all information gathered from employers, previous landlords and credit references. Attach the report to your copy of the application for your files.

ATS will contact the landlord with our recommendation as soon as we have finished processing the application. There is no need for you to call in to check on an application (*unless a second full day has passed without notification*). Occasionally, we will run into snags, but we do call to advise the landlord if there is any kind of delay.

You may also request landlord reports by fax.

Notification: ATS does the explaining. You the landlord do nothing but call your applicant(s) and request they call ATS. ATS will review the application(s) with the applicant(s).

Credit Check only: If you require a *credit check only* (i.e. no background check), please make this clear when you submit the application. The fee is not the same; no previous landlord or employment information will be provided. Reports can be faxed out the same day.

All invoices are due upon receipt to be paid promptly. ATS assumes you the landlord were paid in advance for each application. ATS has no time for delinquent accounts. We will charge a hefty late fee of \$25.00 per application (NOT per invoice). No further work will

be done for the landlord until this debt is paid.

THANK YOU!!! Your cooperation will ensure the most timely, comprehensive and thorough screening available. We are the oldest and most experienced company working strictly for the landlord. We at ATS believe that THE LANDLORD NEEDS TO KNOW.