

HomeScreen performs
the background checks for
Goralnik Realty



VERIFICATION
& SCREENING

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Required materials:

- Copy of government-issued photo ID** (passport, driver's or non-driver's license, etc)
- Proof of employment income** - two most recent paycheck stubs preferred
 - If you are self-employed, provide two years of tax documents and/or 2 most recent bank statements
 - If you are relocating for work, provide an offer letter for local employment
- Proof of other income** (Child Support, Alimony, SSI, food stamps, retirement, etc)
 - Temporary income (unemployment, TANF, etc) will not be accepted
 - Non-taxable income will not be accepted

Personal information

First Name _____ Last Name _____

Former Names _____ DOB _____ SSN _____

Contact information

Email address _____ Phone number _____

Emergency contacts

Name _____ Relationship _____ Phone number _____

Name _____ Relationship _____ Phone number _____

Have you ever been convicted of a crime?

Yes No If yes, please explain: _____

Have you ever been evicted from a tenancy or left owing money?

Yes No If yes, please explain: _____

Have you ever willfully refused to pay rent when it was due, or lost part of a security deposit?

Yes No If yes, please explain: _____

Are you currently receiving a housing subsidy or voucher?

Yes No If yes, please explain: _____

① **Current address:** _____ City, State, Zip _____

Name of the landlord , property owner , or friend/family member : _____

Contact information for the above listed reference: _____

Rent amount: _____ Move-in date: _____

Why are you leaving this residence? _____

② **Previous address:** _____ City, State, Zip _____

Name of the landlord , property owner , or friend/family member : _____

Contact information for the above listed reference: _____

Rent amount: _____ Move-in date: _____ Move-out date: _____

Why did you leave this residence? _____

Are you employed? Yes No if yes, please provide the requested information:

Name of the company you work for: _____

Address for main office: _____ City, State, Zip _____

Title _____ Start date _____ Monthly salary: _____ Full time or part time

HR contact information * _____

* **COMPANY-AFFILIATED CONTACT INFORMATION ONLY. No private phone numbers or private e-mail addresses**

Do you receive any income that is not from employment?

Yes No if yes, please provide the requested information:

Income source: _____ Monthly amount: _____

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HomeScreen will perform a background check, including credit report and criminal history, and verify your references. HomeScreen will then make a recommendation to **Goralnik Realty** and will strictly follow the Federal Fair Housing Act.

Goralnik Realty always makes the final leasing decision.

HomeScreen will recommend your application for tenancy to Goralnik Realty if:

- the gross monthly income is at least three (3) times the listed rent amount
- you have no evictions or negative rental references in the past five (5) years
- you have not been convicted of any violent felonies, felonies involving crimes against people or properties, or felonies involving drug distribution or manufacturing in the past ten (10) years

Permission to obtain requested information

I do hereby give my permission for HomeScreen and/or its representatives to obtain the requested information.

I do hereby authorize the release of the requested information to HomeScreen and/or its representatives.

Signature of Applicant

Date