



TenantReports.comTM

Comprehensive Tenant Screening Services 24/7 **Online**



How To Order With QuickApp

- Send an electronic authorization form directly to your applicant via email!
- Eliminate the need to carry an authorization form to get signed by your applicant.
- Applicants can be charged for the report at the time of the request, paying with their own credit card.



How To Use QuickApp

1. Go to www.TenantReports.com
2. Enter your Username (Account Number) and Password.
Click Login

NOTE: Users signing in for the first time will be required to establish 3 security questions to enable the FORGOT PASSWORD feature.
As of March 2017, Regulations require users to establish Multi-Factor Authentication. MFA is a security protocol that requires two or more methods of independent authentication to verify end user's identity upon logging in

3. Once signed into your account, click **"Order"** at the top of the page.
A list of established screening products will be available for selection.
Simply click "Order" next to the screening product of your choice.

Select Product for Order

Order →	US - NEW PLUS LEVEL - BUSINESS - ALL PRODUCTS AVAILABLE Pay for each product separately
Order →	US - PLUS LEVEL NATION WIDE PACKAGE \$40.00 \$40 Includes: Nation Wide Criminal and Eviction, SSN Verification, ScoreCard
Order →	US - PLUS LEVEL STATEWIDE PACKAGE \$25.00 \$25 Includes: TU Credit ScoreCard, 1 State Wide Criminal and Eviction, SSN Verification

How To Use QuickApp

4. The following screen will show you all of the selected individual reports that are included. Selections with a check next to the product indicate that report will be ordered. After the product(s) of choice have been selected, click the lower right button in green stating "QuickApp."

Select Searches for Order

TRC Company

Credit
Credit Report Trans Union <input checked="" type="checkbox"/> Credit <input checked="" type="checkbox"/> Score

Investigative
<input checked="" type="checkbox"/> Nationwide Criminal w/Alias <input checked="" type="checkbox"/> Nation Wide Eviction Search

Report Summarization
<input checked="" type="checkbox"/> Pass/Fail ScoreCard

* Requestor (TRC Company)
and Last name, Requestors First ▼

Cancel QuickApp™ or Next →

5. From here, simply fill out the required applicant information on the prospective tenant. Required fields are indicated by an *asterisk.* Reference, Referred By are **NOT** required fields. Please use whole numbers when entering monthly income and rent and NO decimal points or commas. In the event you do not have these values simply, place a "0" in that field and one of our team members can correct this for you after the report has been processed. Once completed, simply hit SEND.

QuickApp™ Order

TRC Company

US - Plus Level Nation Wide Package \$40.00

Reference:	Referred By:	* Monthly Income:	* Monthly Rent:
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Applicant

* Last Name	* First Name
<input type="text"/>	<input type="text"/>

* To Applicant's E-mail Address	* From Sender's E-mail Address
<input type="text"/>	<input type="text" value="info@tenantreports.com"/>

Order Notes:

Cancel Send & Next Send



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TENANT SCREENING SERVICES

6.

Your applicant(s) will receive an email much like the one to the right asking them to proceed with the background application questionnaire. This will request them to fill out their personal information such as Name, Date of Birth, SSN, as well as a current or previous United States Address.

TRC Company Background Questionnaire Notification

Recipients

TRC Company Background Questionnaire Notification

August 02, 2017

Hello JOHN DOE,

As part of your application to reside at a property owned or managed by TRC Company, you are required to complete a background questionnaire. You will also need to electronically sign a Disclosure and Authorization form ("Authorization Form") that will allow our background agency, TenantReports.com llc, to verify the information you provide and conduct a background check on you.

The process takes approximately 15 minutes to complete and we recommend that you double check the information you provide to ensure there is no delay with your application for residency.

An associate from TenantReports.com llc may contact you for additional information during the background check process. Please respond promptly so TRC Company can complete the background check as quickly as possible so as not to delay the tenant selection process.

Please click on the link below to begin the process. Please note this link will expire in 14 days, and if the background questionnaire is not completed within this time, you may not be considered for occupancy with TRC Company. The link is good for one time use only. Once you have clicked on the link and submitted the background questionnaire, it will no longer be active.

If you need any assistance while filling out the background questionnaire, you may contact TRC Company at info@tenantreports.com or our background agency TenantReports.com llc at [855-244-2400](tel:855-244-2400) or by e-mail at Info@TenantReports.com.

When you have completed the online background questionnaire form, please respond to TRC Company at info@tenantreports.com to provide us with feedback or suggestions for improvement.

Thank you,

TRC Company
[\(855\) 244-2400](tel:855-244-2400)
info@tenantreports.com

Please be careful to double check all the information you provide. Once you submit your information, you will not be able to modify or change it. Please note that TenantReports.com llc supports current versions of the most common browsers

7. Once your applicant(s) enters all of the necessary requested information, completes the electronic authorization, and submits payment for the screening you will receive an email notification stating their information has been submitted and can be found under your "Reports" tab.



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TENANT SCREENING SERVICES

When it comes to offering the best in Account Support we answer the call-



Live Toll Free Customer Support:

Monday - Friday 9am to 8pm

Saturday 11am to 5pm

Toll Free Phone 855.244.2400

Toll Free Fax 855.244.2401

Email Info@TenantReports.com

TenantReports.com

It starts with Service...

TenantReports.com operates with a single goal in mind: *To provide our clients with the most up-to-date resources backed by the industry's best customer service.*

For over twenty years we have been providing cost effective screening solutions and expert client support serving over 85,000 client subscribers and processing in excess of 10 million reports.

This commitment to top customer service has allowed us to be an industry leader among tenant screening and mortgage credit screening providers.

Put our experience to work for you and take advantage of our resources to help protect your investment property for the short and long term.

Get the most accurate credit reports, criminal background checks and other screening reports available and get free help from our staff in reviewing the information and to answer any questions you may have.

Every call to TenantReports.com is answered by a live friendly service professional who will begin processing your request immediately.

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