

Instructions for screening Tenants using “**NTN**” (National Tenant Network)

****Note:** NTN is the only Authorized Tenant Screening Company that Virtual Properties Realty (.Com, .Net and .Biz) are authorized to use. **

- 1. NTN (National Tenant Network) Recommends that EACH “Adult” Prospective Tenant, that will be occupying the property, complete the Rental Application & Screening Authorization (all 3 forms).**
- 2. The Fee for EACH Applicant is \$45.00 and MUST be paid by Credit or Debit Card directly to NTN in order to have the screening done (no exceptions) See “Tenant Screening Payment” (Authorization) Form.**
- 3. Each Applicant Must Complete All 3 Forms.**
- 4. You, as the Agent, Must Print your Name, Cell Phone Number & License# on the Tenant Screening Payment (Authorization) Form and Sign *Certifying that they have seen the Applicant’s Driver’s License or other ID as well as their Credit or Debit Card to verify that they are under the same name*. If there is a problem or question regarding this, such as someone else paying the application fee other than the applicant, call NTN directly at: **770-517-3456** to seek assistance.**
- 5. The 3 Complete Forms (Separate Set Required For Each Applicant) Must be sent directly to National Tenant Network by Fax or Email.**

Fax#: 770-517-3775

Email: NTN-Atlanta@ntnonline.com

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize

and their agents to receive any **CRIMINAL HISTORY** record information pertaining to me which may be in the files of any state, local or national criminal justice agency or repository. I release all parties from liability for damages for issuing such information in good faith.

FULL NAME: _____

SSN: _____ - _____ - _____

ADDRESS: _____ APT NO: _____

CITY: _____ STATE: _____ ZIP: _____

SIGNATURE: _____ DATE: _____

The following information is required to insure an accurate match and used for no other purpose.

SEX: _____ RACE: _____ DATE OF BIRTH: _____

VPR.Net RENTAL APPLICATION (VPR Acct# AT 5248) APPLICANT # ____ OF ____

Property Address: _____

Full Name _____

SSN ____ - ____ - ____ Date of Birth ____/____/____

Email _____

CONTACT INFORMATION

Home (____) ____ - ____

Work (____) ____ - ____

Cell (____) ____ - ____

CURRENT RESIDENCE

PREVIOUS RESIDENCE

Address _____

Apt No _____

Apt No _____

City/State/Zip _____

Landlord Name _____

Landlord Phone (____) ____ - ____

(____) ____ - ____

How Long From _____ To _____

From _____ To _____

CURRENT EMPLOYMENT

PREVIOUS EMPLOYMENT

Company Name _____

Address _____

City/State/Zip _____

Supervisor _____

Position _____

How Long From _____ To _____

From _____ To _____

Income \$ _____ per _____

\$ _____ per _____

Phone (____) ____ - ____

(____) ____ - ____

OTHER INCOME TO BE CONSIDERED AS PART OF THIS APPLICATION

Source _____ Monthly amount \$ _____

BANKING INFORMATION

Type	Bank Name	Branch	Account Number
_____	_____	_____	_____

ADDITIONAL OCCUPANTS UNDER AGE 18

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMERGENCY CONTACT

Name _____ Relationship _____ Phone (____) ____ - ____

AUTHORIZATION & RELEASE

Applicant has submitted the sum of \$ 45.00 which is a nonrefundable payment for application processing. I certify that the information given is complete and correct. The Landlord or his agent is hereby expressly authorized to procure a consumer credit report, to verify the accuracy of any information and to communicate with my present and former employers, landlords and creditors for the purpose of evaluating this application. I understand that additional resources may be used to verify this application and I release all parties from liability for damages for issuing such information in good faith.

Signature _____ Date _____

Virtual Properties Realty.Net (Acct. # AT 5248)
TENANT RESIDENT SCREENING PAYMENT

APPLICANT: _____

PROPERTY ADDRESS: _____

Thank you for applying to rent this property. Your application will be processed by National Tenant Network- Atlanta, a professional resident screening company. NTN-Atlanta provides the reports we need to evaluate your rental application.

The cost to process your rental application is **\$45 for each applicant.**

I authorize \$45.00 to be paid directly to National Tenant Network- Atlanta.
(Please note that the creditor name appearing on your monthly statement may be ***Bird Services Inc or National Tenant Network***).

I authorize Bird Services Inc dba National Tenant Network to charge \$45.00 (referenced above) to the credit/debit card provided below. This is a one-time charge to cover the cost of screening my rental application.

Signature: _____

Date: ____ / ____ / ____

Name as it appears on card: _____

Billing address: _____

City: _____ State: _____ Zip: _____

Card type: _____ Visa _____ Mastercard _____ American Express _____ Discover

Card Number: _____

Expiration Date: ____ / ____ *3 or 4 digit verification number: _____

*American Express has 4 digits on the front Visa, M/C and Discover have 3 digits on the back

For agent use only:

Photo ID of Tenant Applicant / Type presented:

____ Driver's License: State of issue _____ Other: Type: _____

I certify I have viewed photo identification for this applicant. I also certify that I have viewed this credit or debit card and the information above is correct.

VPR.Net Agent Name: _____

Agent Signature: _____

Phone Number: _____ **GREC License Number:** _____