

Sign Template – Notice about Tenant Screening Reports

As of September 18, 2010, City law requires the posting of signs about the use of tenant screening reports at any location at which business transactions pertaining to the rental of residential property are conducted.

DCA created the attached sign template for use:

- The sign is 20” wide by 14” high.
- The PDF is editable:
 - Check ONE box only to indicate if you use tenant screening reports.
 - Type the name and address of all consumer reporting agencies you use and indicate if any are a nationwide specialty consumer reporting agency.

NOTICE ABOUT TENANT SCREENING REPORTS

Tenant screening reports from consumer reporting agencies are sometimes used to assist landlords in making rental decisions. In regard to such reports:

- We do not use such reports.
- We may use such reports by contacting the following:

The law requires us to notify you if we do not lease or rent to you based on information in that report. You also have the right to dispute the accuracy of the information in the report directly with the reporting agency and to obtain a free report from such agency if we do not lease or rent to you based on such report.

You also are entitled to receive one free report every 12 months from any nationwide specialty consumer reporting agency used by us, as well as a free credit report every 12 months from each of the nationwide consumer credit reporting companies: Equifax, Experian and TransUnion. You can request this free credit report through the website www.annualcreditreport.com. You may dispute the accuracy of any information about you that is contained in such report directly with the credit reporting agency.