

**Uptown Realty Group**  
*PO BOX 428*  
*Athens, OH 45701*  
*(740) 590-4882 Office*  
*(740) 591-2685 Emergencies*

**HOUSING APPLICATION & TENANT INFORMATION**

Address of rental unit: \_\_\_\_\_ Desired Move In Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Current Address: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Previous Address: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Social Security #: \_\_\_\_\_ DOB: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer Name & Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ phone: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Occupation: \_\_\_\_\_ Monthly Gross Income: \_\_\_\_\_

Rental Reference: \_\_\_\_\_ phone: \_\_\_\_\_

Rental Reference: \_\_\_\_\_ phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ phone: \_\_\_\_\_

Emergency Contact Address: \_\_\_\_\_

Have you ever: Been Served Late Notice: \_\_\_\_\_ Been Evicted: \_\_\_\_\_ Filed Bankruptcy: \_\_\_\_\_

Been Convicted of a Felony: \_\_\_\_\_ Terminated A Lease Early: \_\_\_\_\_

If yes explain/provide dates: \_\_\_\_\_

If OU Student, which academic college are you enrolled in? \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Parent Name & Contact: \_\_\_\_\_

How did you hear about us?: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: email [MontleLLC@intelliwave.com](mailto:MontleLLC@intelliwave.com) or via fax to (740) 592-5705



## AUTHORIZATION FOR BACKGROUND SCREENING

The applicant(s) \_\_\_\_\_ hereby consent(s) that the Landlord or his/her Agent is authorized to order credit reports, criminal background checks, and any other reasonable tenant screening reports from third party providers. The Applicant(s) also authorize the Landlord or his/her Agent to contact past and present employers, landlords, creditors and/or neighbors to verify employment, income, rent payment history, cleanliness and any other relevant inquiries as to the Applicant's likelihood to make regular, timely rent payments and treat the Leased Premises with care and respect.

Applicant(s) is/are providing a signed and completed Rental Application form for each adult Applicant along with this Authorization for Background Screening form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: email [MontleLLC@intelliwave.com](mailto:MontleLLC@intelliwave.com) or via fax to (740) 592-5705



## FCRA – Summary of Rights

### ***A Summary of Your Rights Under the Fair Credit Reporting Act***

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The Federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and a phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688 (1-888-5OPT OUT).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

### **Notice of Amendments to the Fair Credit Reporting Act**

The Summary of Your Rights provided above does not reflect recent amendments contained in the Consumer Reporting Employment Clarification Act of 1998. Of importance to you are the following changes to the law:

- Conviction of a crime can be reported regardless of when the conviction occurred.
- If you apply for a job that is covered by the Department of Transportation’s authority to establish qualifications and the maximum hours for such job and you apply by mail, telephone, computer or other similar means, **your consent to a consumer report may validly be obtained orally**, in writing, or electronically. If an adverse action is taken against you because of such consumer report wherein you give your consent to the consumer reporting agency over the telephone, computer, or similar means, **you may be informed** of such adverse action and the name, address and phone number of the consumer reporting agency, **orally**, in writing, or electronically.

These amendments were retroactive to September 30, 1997.

**States may enforce, the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051