

Resident Screening

Sign on

User Name

Password

Sign on[Forgot Password?](#)[Password Help](#)

Follow us on:



Stabilize your revenue stream and increase profits, while protecting your properties and providing a safe community for your residents.

You can achieve these goals with LexisNexis Resident Screening. We give you clear answers that mitigate risk throughout the leasing lifecycle. Using automated workflows, industry leading data and advanced tenant screening technology, we deliver powerful background checks and smart end-to-end solutions that help you do more with less.

Are you an independent landlord with less than 100 units? [Click here.](#)

LexisNexis Resident Screening

AMSI eSite Screening Interface Overview

Screening a New Applicant

Login to AMSI eSite



Username

Password

Copyright © 2011 Infor. All rights reserved. www.infor.com

Login to AMSI using your AMSI ESite username and password

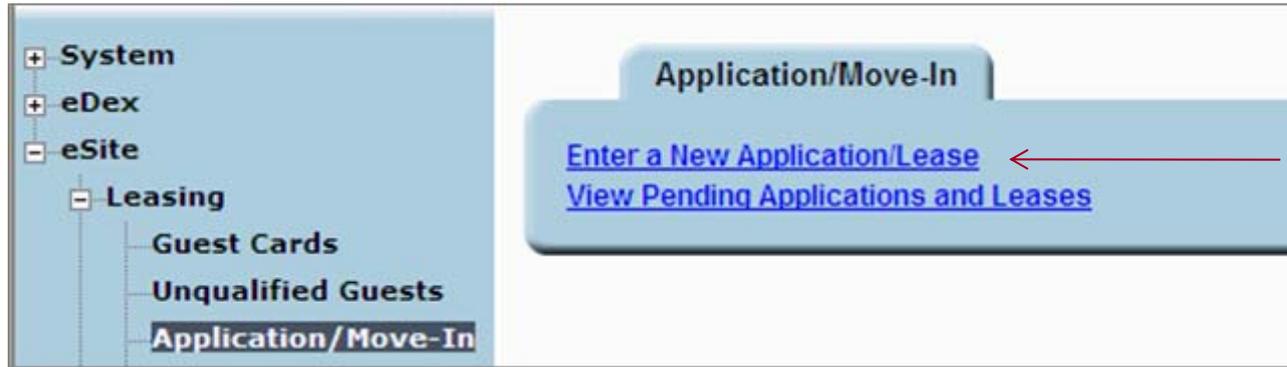


Username

Password

How to Screen a New Applicant

New Application Process



After creating the Guest Card you will create an application in eSite that will be used to submit to LexisNexis to screen the applicant.

1. Select **Application/Move-In** under **Leasing**
 - a. To create new application for an existing guest card select **Enter a New Application/Lease**
 - b. To continue with an application in process select **View Pending Applications and Leases**

How to Screen a New Applicant

New Application Process

Select Apartment

* Bldg. No:

* Apartment No:

Guest Card Look Up

Property	Guest Card	Title	First Name	MI	Last Name	Requirements	Status
01005	351	Maken	Urkdyer				Phoned
01003	6412	TrUSA	USAeder				Phoned
01001	8882	Shsef	Useifer				Phoned
01001	10450	Joher	Usheyer			or 2 BR	Phoned
BMW	1233	Isnov	Usmarer			5 people	Visited
01001	7553	Brery	Usseyer				Visited
01001	3581	Onlam	Uttayer				Visited
01003	6695	BeUtz	J Utztyer			under 900	Phoned
01003	10200	Utsal	Uyskuer				Phoned
01005	1045	Phil	Vacancies				Phoned

1831 of 2003

Goto: Last Name vacancies

Occupants | Lease Dates | Lease Info | Charges

Apartment: 01 - 109 Apartment Type: B1
 Apartment Status: Normal Apartment Sub Type:
 Resident Status: Market Rent: 2105.00
 Resident Name: John Applicant
 Address: Northwest Frwy # 109

Title	First Name	MI	Last Name	Responsible	Credit Info	Insurance	SSN
	John		Applicant	Responsible	Credit...	Insurance...	
	Jane		Applicant	Responsible	Credit...	Insurance...	
				Responsible	Credit...	Insurance...	

1 of 1

Complete the Steps as Prompted

1. Select Apartment Unit
2. Select the guest card to create the new application.
3. Complete the leasing flow by completing each tab:
 - Occupants**- the main applicant will display on the Occupants tab under Resident Name and in the list.
 - Add additional applicants or occupants as needed. Indicate either Responsible Or NON Responsible.
 - Lease Dates** - complete required fields as you may not have all of this info at this time
 - Lease Info** - complete required fields as you may not have all of this info at this time
 - Charges** - complete charges as they apply and **SAVE**.
 - Upon saving a message will display to alert you to have the occupant demographics ready for the next screens.

How to Screen a New Applicant

New Applicant - Occupant Demographics

Occupant Demographic Details

Apartment: 01 - 109 Apartment Type: B1
Apartment Status: Normal Apartment Sub Type: B1
Resident Status: Leased Market Rent: 2105.00
Resident Name: John Applicant
Address: Northwest Frwy # 109

Name	Responsible	Memo	Delete
John Applicant	Responsible		
Jane Applicant	Responsible		

Occupant: Step 1 Occupant: Step 2

Apartment: 01 - 109 Apartment Type: B1
Apartment Status: Normal Apartment Sub Type: B1
Res. Status: Leased Market Rent: 2105.00
Res. Name: John Applicant
Address: Northwest Frwy # 109

Occupant Details:

* Name:

* Responsible: Birth Date:

Phone1:

Phone2:

Sex: Marital Status:

SSN: Annual Income:

Occupant: Step 1 **Occupant: Step 2**

Apartment: 01 - 109 Apartment Type: B1
Apartment Status: Normal Apartment Sub Type: B1
Res. Status: Leased Market Rent: 2105.00
Res. Name: John Applicant
Address: Northwest Frwy # 109

* Occupation:

Buttons: Add Occupant Demographics, Cancel, Previous, Reset, Cancel, Save

1. Click on Occupant Name to complete demographics.
2. **Occupant Step 1** – complete required fields for screening
 - ✓ **Birth Date** – if completed here the DOB will pre-populate in the Credit Check Process.
 - ✓ **SSN** if completed here the SSN will pre-populate in the Credit Check Process
 - ✓ **ANNUAL income** – enter **Annual income**. This income will be recalculated to monthly income and will auto-populate in the Credit Check process.
3. **Occupant Step 2** – Enter **Occupation** of applicant.
4. You will be prompted to complete these tabs for all **responsible** occupants

How to Screen a New Applicant

Application Process Complete – Next Steps

Lease Changes Task Selection

Apartment: 01 - 109	Apartment Type: B1
Apartment Status: Normal	Apartment Sub Type:
Resident Status: Leased	Market Rent: 2105.00
Resident Name: John Applicant	
Address: Northwest Frwy # 109	

John Applicant

Occupant Demographics	Lease Dates
Lease Information	Addresses
Search Items	Recurring Charges
Balances	Household Demographics
Fees and Security	Lease Memos
Security Deposit Interest Details	Resident Transaction Inquiry
Payments and Adjustments	
Print Resident History	Documents

[Saved Letters](#)

[Move-In Statement](#) [Lease Addendum Letter](#) [Print a Lease](#) [Print an Application Letter](#)

Done

System

- eDex
- eSite
 - Leasing
 - Guest Cards
 - Unqualified Guests
 - Application/Move-In
 - Application/Move-In

Application/Move-In

[Enter a New Application/Lease](#)

[View Pending Applications and Leases](#) ←

1. When you have completed the application process the Lease Changes Task Selection will display.
2. If you are ready to continue with the screening process select **Application Move-In** from the Leasing menu
3. Click on **View Pending Application and Leases**

How to Screen a New Applicant

View Pending Applications and Leases

The screenshot shows a software interface with a left-hand navigation menu and a main content area. The navigation menu includes options like System, eService, eSite, Leasing, Ledger, Processing, Inquiry, and Reports. Under the 'Leasing' section, 'Application/Move-In' is highlighted. The main content area has a header 'Application/Move-In' and three links: 'Enter a New Application/Lease', 'Skip application and enter a New Move-In', and 'View Pending Applications and Leases'. The 'View Pending Applications and Leases' link is circled in blue. Below this, a table displays a list of pending applications. A blue arrow points from the circled link to the table. The table has columns for Bldg, Apt., Name, Status, Approve, Cancel, Sign, Move-In, Credit Check, and Insurance. The first row shows a pending application for John Applicant in unit 109.

Bldg	Apt.	Name	Status	Approve	Cancel	Sign	Move-In	Credit Check	Insurance
01	109	John Applicant	Leased	✓	✗		🔒	🔒	🔒
01	110	Pezny Konerer	Leased		✗		🔒	🔒	🔒
01	115	Hetkc Materer	Leased		✗		🔒	🔒	🔒

1. Click on View Pending Applications and Leases under Application/Move In
2. Pending Applications will display
3. Only the Main applicant will display in the list
4. Click the **Credit Check** icon for the applicant to be screened

How to Screen a New Applicant

Launch Credit Check

LOGIN DATE: 10/16/2009

System
eService
eSite
Leasing
Guest Cards
Application/Move-In
Notice/Move-Out
Change Ready Dates
Transfer Activities
Lease Renewals
Increase Worksheets
Lease Changes
Prorate Calculator
Renewals Prorate Calc
Export to Blue Moon
Ledger
Processing
Inquiry
Reports

Credit Check: Occupants List

Apartment: 01-1114
Apartment Status: Normal
Resident Status: Applicant
Resident Name: John Applicant
Address: 123 Main Street

Apartment Type: 1 x 1
Apartment Sub Type: L
Market Rent: 510.00

[Lease Profile](#)

Name	Responsible	CreditCheck
John Applicant	Responsible	
Jane Applicant	Responsible	

1 of 1

Cancel

- ✓ All applicants for the unit will display.
- ✓ Click on the Credit Check icon to complete the screening process
- ✓ Only the applicants on the application noted as RESPONSIBLE will be included in the screening process.

How to Screen a New Applicant

Complete Credit Check Information - Main Applicant

The Main applicant will display on the Credit Check Applicant Information tab. Additional applicants will be listed at the bottom of the screen.

Complete the Credit Info fields.

REQUIRED FIELDS FOR SCREENING:

Personal Information:

- First and Last Name**
- SSN:** Required for all applicants except foreign nationals.
 - Enter all **1's** in this field and LexisNexis will accept this as a **BLANK** field and process the applicant without an SSN.
 - You can revise this application from website to add the **Other ID [passport, green card etc]**

Date of Birth

Drivers License is NOT REQUIRED but required to verify Check Writing History

Type: Choose from Applicant, guarantor, husband or wife

Skip Screening: this feature allows you to omit an applicant from screening. Typically used when adding a applicant to the application. You would select skip screening for the applicant already processed.

Unit Applied For: Rent amount will pre-populate for the unit selected.

Current Address- pre-populates from guest card.

Previous Address is NOT REQUIRED BUT **IMPORTANT** for the eviction search.

1. **Employment Details**
2. **Income** - Monthly amount will be pre-populated from the annual amount provided on the application
3. **Other Income** If your applicant has additional income, be sure to enter the monthly amount in the **ADDITIONAL INCOME** field. Both income fields are combined when submitted for screening.

Credit Check : ResidentData

Applicant Information:

Personal:

* First Name: MI: * Last Name:
Suffix: Mother's Maiden Name:
* SSN: - - * DOB:
Driver License: Driver License State:
Type: skip screening

Unit Applied For:

Unit id: 301 * Monthly Rent:

Current Address Details:

* Street No.: * Street Name:
Street Type: Apt Number:
* City: * State: * Zip:

Use Previous Address?

Employment Details:

* Income: (monthly) * User Name: Password:
Other Income: (monthly)

Additional Applicants	Roommate	Husband	Wife	Occupant	Guarantor
new roommate	<input type="checkbox"/>				

How to Screen a New Applicant

Complete Credit Check Information - Additional Applicant

The image shows two overlapping web forms. The background form is titled 'Credit Check : ResidentData' and contains fields for 'Applicant Information' (Personal, Unit Applied For, Current Address Details, Employment Details) and a table for 'Additional Applicants'. The foreground form is titled 'CoSignerRD -- Webpage Dialog' and contains fields for 'Co-Applicant Information' (Personal, Current Address Details, Employment Details). Both forms include 'Reset', 'Cancel', and 'Save' buttons.

Applicant Information (Background Form):

- Personal: *First Name: New, MI: [], Suffix: [], *SSN: []-[]-[], *DOB: 01/01/1965, Driver License: [], Driver License State: [], Type: Applicant, skip screening
- Unit Applied For: Unit id: 301, *Monthly Rent: 1240
- Current Address Details: *Street No.: 111, *Street Name: main, Street Type: --, Apt Number: [], *City: Cedar Hill, *State: Tex, Use Previous Address?
- Employment Details: *Income: 4166.67 (monthly), Other Income: 0 (monthly), *User Name: []

Additional Applicants (Background Form):

Additional Applicants	Roommate	Husband
new roommate	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Co-Applicant Information (Foreground Form):

- Personal: *First Name: new, MI: [], *Last Name: roommate, Suffix: [], Mother's Maiden Name: [], *SSN: []-[]-[], *DOB: 02/02/1976, Driver License: [], Driver License State: [], skip screening
- Current Address Details: *Street No.: [], *Street Name: [], Street Type: [], Apt Number: [], *City: [], *State: --, *Zip: [], Use Previous Address?
- Employment Details: *Emp. Income: 0.00 (monthly pre-tax), Other Income: 0 (monthly pre-tax), skip screening

ADDITIONAL APPLICANTS

If you have additional applicants you will complete the same information required for the main applicant.

- Select the Applicant type for each additional applicant. Roommate, Husband, Wife, Occupant, Guarantor. Note that an occupant is a non lease holder. Selecting this type will process the criminal only – No credit.
- The Co-applicant Information tab will display
- Complete the fields as required
- Select Save when complete

How to Screen a New Applicant

Submit Credit Check to LexisNexis

Credit Check : ResidentData

Applicant Information: **Please wait while your request is processed...**

Personal:

* First Name: MI: * Last Name:

Suffix: Mother's Maiden Name:

* SSN: - - * DOB:

Driver License: Driver License State:

Type: skip screening

Unit Applied For:

Unit id: 301 * Monthly Rent:

Current Address Details:

* Street No.: * Street Name:

Street Type: Apt Number:

* City: * State: * Zip:

Use Previous Address?

Employment Details:

* Income: (monthly) * User Name: Password:

Other Income: (monthly)

Additional Applicants	Roommate	Husband	Wife	Occupant	Guarantor
new roommate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once you have completed the required information for all applicants, you are ready to submit the application for screening;

1. Enter your LexisNexis user name and password
2. Select "Process" to submit your application
3. The Process button will change visually to gray to show it has been selected.
4. A message will display at the top of the form to let you know the application is in process:
5. The screen will not change from this page until the application is complete. This typically takes about 45 seconds.
6. If the application completes within the 45 seconds the report will display in a separate window.

* User Name: Password:

How to Screen a New Applicant

Submit Credit Check to LexisNexis

Credit Check : ResidentData

Applicant Information:

Personal:

* First Name: MI: * Last Name:

Suffix: Mother's Maiden Name:

* SSN: * DOB:

Driver License: Driver License State:

Type: skip screening

Unit Applied For:

Unit id: 301 * Monthly Rent:

Current Address Details:

* Street No.: * Street Name:

Street Type: Apt Number:

* City: * State: * Zip:

Use Previous Address?

Employment Details:

* Income: (monthly) * User Name: Password:

Other Income: (monthly)

Additional Applicants

	Roommate	Husband	Wife	Occupant	Guarantor
<input type="checkbox"/>					

[new roommate](#)

App id: 7820903

If the Application took longer than 45 seconds to complete or you want to view a REVISED Report you will need to navigate to the Credit Check page to view the report.

The Application ID will display at the bottom of the screen along with 2 options for next steps when the report is completed.

- Show Last Report
- Get New Report

To view the completed report:

- ✓ Enter your LN User Name and Password
- ✓ Click on "Show Last Report" to retrieve the LN Screening Report.
- If you are Set up with Auto Save Documents, this report will automatically save in your documents opened.

If you have added a new roommate or guarantor and need to submit a new report:

- ✓ Select Skip Screening for the applicant that was already processed.
- ✓ Enter your LN User Name and Password
- ✓ Click on Get New Report

❖ **PLEASE NOTE:** to make a revision to the application you will log in the LexisNexis website. Revisions sent via AMSI will be submitted a new application which will result in a duplicate submission for the applicant(s).

http://207.54.49.120/AmsiWeb/eSiteWeb/output/ResidentDa201215-11483-RDReport.htm - Wi...

Unit Application ID: 7820903

LexisNexis®

Property: TEST Property Property ID: 118939
Phone: 972-952-1480 Toll Free: 800-487-3246
Submitted by: RESIDENTDA Phone: 972-952-1480
Received: 1/5/2012 10:32:23 AM Fax Toll Free: 800-687-1099
Completed: 1/5/2012 10:33:18 AM Fax: 972-952-1483
Last Modified: 1/5/2012 10:33:18 AM

TEST MANAGEMENT
Residential Screening Analysis Report Apt #: 301 Monthly Rent: \$1,240

	Applicant(s)	Applicant ID	Type	Decision
APPROVED	1 NEW TESTSITE	10656328	ROOMMATE	APPROVED
	2 NEW ROOMMATE	10656329	ROOMMATE	APPROVED

View Saved LexisNexis Reports in AMSI

The screenshot displays the LexisNexis AMSI interface. On the left is a navigation sidebar with a tree structure. The main content area is titled 'Lease Changes Task Selection' and shows details for Apartment 01 - 1114, including Resident Name (John Applicant) and Address (123 Main Steet). Below this are various links for tasks like 'Occupant Demographics', 'Lease Information', and 'Lease Dates'. A 'Documents' link is highlighted with a blue box. Below the main content area is a 'Documents' section with a table of saved reports. One document is listed: 'RDI Screening Report' with a file path and a date of 11/2/2006 10:53:12 AM. A blue box highlights the document name and the 'Add Documents' button below it. Arrows indicate the flow from the sidebar to the main content area and then to the document table.

System

- eService
- eSite
 - Leasing
 - Guest Cards
 - Application/Move-1
 - Notice/Move-Out
 - Change Ready Date
 - Transfer Activities
 - Lease Renewals
 - Lease Changes**
 - Prorate Calculator
 - Renewals Prorate C
 - Export to Blue Moor
 - Ledger
 - Processing
 - Inquiry
 - Reports

Lease Changes Task Selection

Apartment: 01 - 1114
Apartment Status: Normal
Resident Status: Applicant
Resident Name: John Applicant
Address: 123 Main Steet

Apartment Type: STU
Apartment Sub Type:
Market Rent: 510.00

[Lease Profile](#)

John Applicant

[Occupant Demographics](#)
[Lease Information](#)
[Search Items](#)
[Balances](#)
[Fees and Security](#)
[Security Deposit Interest Details](#)
[Payments and Adjustments](#)
[Print Resident History](#)

[Lease Dates](#)
[Addresses](#)
[Recurring Charges](#)
[Household Demographics](#)
[Lease Memos](#)
[Resident Transaction Inquiry](#)

[Saved Letters](#)
[Move-In Statement](#) [Lease Addendum Letter](#) [Print a Lease](#) [Print an Application Letter](#)

Documents

Description	File Name	Date	Delete
RDI Screening Report	C:\Documents and Settings\jwyman.ACCOUNTS\Desktop\UNIT APPLICATION ID.htm	11/2/2006 10:53:12 AM	X

[Add Documents](#)

If you have AUTO SAVE activated for your property the reports will automatically save in your documents when INITIALLY completed OR when you choose Show Last report for delayed or revised applications.

To Retrieve The Saved Report:

- Select "Lease Changes"
- Select "Documents"
- Click on the Document to View

Sign On to the Website at <https://resident.lexisnexis.com>

The screenshot shows the LexisNexis Resident Screening website. At the top left is the LexisNexis logo. To its right are the words "Resident Screening" and "(formerly Resident Data)". Below this is a navigation bar with links for Home, About Us, Services, Learn More, FACT Act Disclosure, and Contact Us. The main content area features a large image of a modern apartment building. On the left side of this image is a "Sign on" form with fields for "User Name" and "Password", a "Sign on" button, and links for "Forgot Password?" and "Password Help". To the right of the image, the word "Integrated" is written in a large, stylized font. Below the image, there is a paragraph of text: "Stabilize your revenue stream and increase profits, while protecting your properties and providing a safe community for your residents. You can achieve these goals with LexisNexis Resident Screening. We give you clear answers that mitigate risk throughout the leasing lifecycle. Using automated workflows, industry leading data and advanced tenant screening technology, we deliver powerful background checks and smart end-to-end solutions that help you do more with less." At the bottom left, there are social media icons for Facebook and Twitter. At the bottom right, there is a link: "Are you an independent landlord with less than 100 units? Click here."

Sign on using your user Name and password provided to you by LexisNexis:

This is a close-up of the sign-on form. It has a red header with the text "Sign on". Below the header are two input fields: "User Name" containing the text "pmanager" and "Password" containing a series of asterisks "*****". Below the password field is a red "Sign on" button. At the bottom of the form are two links: "Forgot Password?" and "Password Help".

To revise an application, access completed Reports or to utilize LexisNexis Post Screening Services you may subscribe to you will Login using your LexisNexis user name and password