



**Resident Screening**

\*\*\* PLEASE FAX APPLICATIONS TO BE PROCESSED WITH THIS COVER PAGE \*\*\*

Unit Application Transmittal Form	
<b>Phone Numbers: (800) 487-3246</b>	<b>Local (972) 952-1480</b>
<b>Fax Numbers: (800) 687-1099</b>	<b>Local (972) 952-1483</b>

*Property Information*

<b>Property</b>	
<b>Management Company</b>	<b>CSR</b>
<b>Phone Number</b>	<b>Fax Number</b>

**Check The box(s) that apply to your property or applicant  
Complete only the applicable fields**

<b>Requested By:</b>	<b>Date Submitted:</b>
<b>Monthly Rental Amount:\$</b>	<b>Unit / Apt Number :</b>

<b>Tax Credit</b>	<b>Section 8</b>	<b>Student</b>	
<b>Applicant Type</b>	<b>First Name</b>	<b>Last Name</b>	<b>Monthly Income*</b>
Husband			\$
Wife			\$
Single Applicant (Or 1 <sup>st</sup> Roommate)	Single Occupant (Not responsible for rent)		\$
Additional Applicant	Additional Occupant**		\$
Additional Applicant	Additional Occupant**		\$
Additional Applicant	Additional Occupant**		\$
Guarantor:			\$
Guarantor:			\$

**Only individuals listed on this form will be processed. Failure to include this form may result in a delay in the application process**

\*Total monthly income includes their Gross monthly salary plus any additional income. Income is not required if it does not apply to the property.

\*\* Occupants are not financially responsible for the lease. Only a criminal search will be run on occupants where available.

There may be an additional charge for fax-in service. Please contact your sales representative for pricing information.

**Special Property Instructions:**



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### **LEXIS NEXIS RESIDENT SCREENING APPLICATION TRANSMITTAL FORM**

In an effort to provide you with the best possible service, the fastest possible turn-around times and to ensure accuracy, the attached Transmittal Form will be required when submitting applications. **Failure to include the attached cover page with your existing applications may result in an unprocessed application.** Advise your staff accordingly. **Do not hesitate to contact Customer Care at 1-800-487-3246 if you have any questions or concerns.** Thank you for your cooperation.

#### ***Application Submission Tips:***

- Please keep a MASTER COPY OF THE ATTACHED FORM in order to make additional copies.
- ***Include your existing rental application with all requests.***
- Clarify any unreadable or illegible information on the rental application.
- Processing will begin when we have received the COMPLETED application. A response will be sent within 2 hours of submission.
- In the case of missing or illegible information on an application, an **INCOMPLETE FORM** will be sent back. Please respond on this form. **Failure to return the form with the requested information will result in an unprocessed application.**