

Guidelines for Rural Development Site Managers in Using Veri-Screen Applicant Screening

1. This screening method is to be applied to all pre-applications submitted as of 06/01/05.
2. Veri-Screen will provide information for an eviction history, sexual offender registry and criminal history on all members of the household who are 18 years of age or older. Applicants can no longer submit their own police report. All listed screening is to be completed by Veri-Screen and there are no exceptions.
3. The on-site manager will legibly complete the Veri-Screen Application (FAM form #004T-1) and all persons in the applying household 18 years of age or older must sign the Veri-Screen Application. Please complete using on-line form and print for applicant to sign.
4. There is a \$25 non-refundable fee to process the Veri-Screen Application for households with only one member 18 years of age or older. The fee increases to a \$30 non-refundable fee to process the Veri-Screen Application for households with only two members 18 years of age or older. The fee for each additional occupant 18 years of age or older is \$25 per additional member. These fees are to be paid in advance.
5. If at a later date a household would like to add an additional person to the lease, then a Veri-Screen Application with a \$25 non-refundable fee must be processed on the new proposed household member. The fee is to be paid in advance.
6. The applicant may pay with check or money order. No cash is accepted. The check or money order is to be made out to the property to which the applicant is applying. The check or money order is to be deposited to Farmers Bank the day it is accepted. No journal page or receipt is needed. This deposit ticket should only include these screening fees. List the applicant's first and last name and the amount, then write screening fees at the bottom of the deposit ticket and total.
7. If your property is currently processing pre-applications for move-in and a pre-application is received without fee payment, the pre-application is still placed on the waiting list. If the fee payment is not received within 5 working days, a Notice to Update the Waiting List (FAM form #079) is to be mailed to the household stating that the household will be removed from the waiting list if the fee payment is not received within 5 working days. A copy of this notice is to be attached to the pre-application. The household is also to be telephoned to remind them that the fee payment has not been received.
8. If the fee payment is not received within the 5 working days given in the notice, then the household is to receive a Removal from Waiting List (FAM form #F080-A). A copy of this notice is to be attached to the pre-application. The pre-application and waiting list are to be noted as "No Longer Interested".

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9. The household must be given these notices before moving on to the next household on the waiting list. The exception to this rule is a property with multiple vacancies. If the property has multiple vacancies, then multiple pre-applications can be processed, so long as a vacant unit remains available for the previous household.
10. If a household sends in a fee payment after the expiration of the removal notice, then the pre-application is to be updated, including changing the “date and time received” and the household is to be placed on the waiting list at the bottom of the list. This household’s first position on the waiting list should be noted as “No Longer Interested” in the comment column.
11. After the Veri-Screen Application has been completed and signed and if your property is currently processing pre-applications for move-in, the Veri-Screen Application is to be emailed to Veri-Screen. If your property is not currently processing for move-ins, then the Veri-Screen Application should remain in the pre-application file until processing begins.
12. Veri-Screen will begin processing the application immediately and information gathered will be emailed to the property within 3 to 4 business days.
13. If the applicant has failed the property’s screening criteria, the pre-application is to be rejected. Complete a Waiting List Follow-Up (FAM form #005) stating reason for rejection and email to the central office. The central office will then complete the rejection letter to be mailed to the applicant. A copy of the rejection letter will be mailed on-site and is to be attached to the pre-application and placed in the “rejection” file. The waiting list entry for this household is to be marked as “rejected” in the comment column.
14. The property will be billed by Veri-Screen on a monthly basis. Please review the billing for accuracy. The monthly billing is to be processed like any other billing. A Purchase Order/Payment Request is to be submitted to the central office for approval and payment. Checks and money orders for fees collected are to be deposited to the property’s bank account daily (see instruction #6 above).
15. To explain this process to an applicant it may be said: In order to begin processing your pre-application for occupancy, applicant screening must be completed. This screening is processed by an organization called Veri-Screen. Veri-Screen will conduct an eviction history, sexual offender registry and criminal history on all household members 18 years of age or older. If it is determined your household is eligible based upon the resident screening criteria, then the process will begin to determine program eligibility.

END OF GUIDELINES