

**Rental Association of Wenatchee Valley**  
**PO Box 554, Wenatchee, WA 98807-0554**  
**www.RAWV.org**

To: NEW MEMBERS and those who WISH TO JOIN RAWV

Thank you for your interest in our organization. Membership price is based upon the number of units you own. Rental property ownership is not a requirement for membership.

To become a member complete the Application Form and deliver it to a Board member, or return it at a meeting, or mail it to the address above with a check payable to: Rental Association of Wenatchee Valley.

**BENEFITS OF MEMBERSHIP:**

Rental Times newsletter (10 issues each year)

Our newsletter keeps landlords and rental property owners informed of legislation and issues that are important to our industry.

Forms

Members receive the publication "Advertising to Occupancy and More" which includes the "Eviction Book". This publication has instructions for landlords and forms that may be copied. There is a list of forms including **required** forms on page 3 of the *Rental Times*. Forms are also available online with your membership password.

Legal Services

Members are entitled to three (3) free 10-minute phone calls per membership year regarding residential issues, to our association attorney, plus reduced rates for additional communications.

Credit/Criminal Background Services

New privacy laws require Landlords to be a member of an Association like ours to do background checks on applicants. The Credit Bureaus have announced new strict requirements for obtaining credit reports. The Fair Credit Reporting Act requires that one must have a "permissible purpose" for obtaining credit reports. The Rental Association of Wenatchee Valley has an agreement with The Information Source, a Spokane-based credit/criminal research company. Forms and information is available from the Administrative Assistant or on the website [www.RAWV.org](http://www.RAWV.org).

Dinner Meetings

Member Meetings are held five times each year (January, March, May, September and November). These meetings include a guest speaker of interest to landlords and rental property owners.

Most of our help comes from volunteers. If you can volunteer for helping in some way, please call Loretta (884-1940) or the Administrative Assistant (663-2637).



# Screening Packet

**RENTAL ASSOCIATION OF WENATCHEE VALLEY**  
**P.O. BOX 554 WENATCHEE, WA 98807-0554**

## **Phase One/Option One**

The Credit Bureaus have announced new requirements for obtaining credit reports. The Fair Credit Reporting Act requires that one must have a "permissible purpose" for obtaining credit reports.

In order for a landlord to screen applicants, they must belong to a Landlord Association and must begin by providing them with the information on the attached form, **Screening Agreement & Landlord/Property Manager Information**. This is **PHASE ONE** of the screening report compliance requirements.

You must mail the completed form and a check for \$35 made out to RAWV, PO Box 554, Wenatchee, WA 98807 (or deliver them to a RAWV Board Member). This fee covers our bookkeeping cost to process your application.

Once you complete these forms, they will be processed and then you will be given a **Member Account Number** for identity purposes with The Information Source (TIS), our screening company in Spokane. Keep the number where it is easy to find. You must use it each time you request a screening report.

**Also enclosed is Form #52**, The Information Source (TIS) Fax Cover Sheet. You can make copies of this cover sheet and use it to request screening reports from TIS.

Once you receive your Member Account Number, you are qualified to receive two screening reports that The Information Source has developed for those of you who may choose not to meet, cannot meet, or those who have not yet completed the "Phase Two/Option Two." The two reports that don't include the credit report are:

### **Essential Report - \$29.50**

Contains a criminal report, as well as sex offender registry search. In addition, it includes a nationwide eviction, judgment, and lien search, plus an ID verification which shows additional names and addresses the applicant has used. You will receive a bill from the RAWV after you obtain your report.

### **Protector Report - \$40**

Contains a criminal and court report, a sex offender registry search, verification of addresses and phone numbers listed on the application, references from all landlords listed as well as all employers listed. In addition, it includes a nation wide eviction, judgment, and lien search, plus an ID verification which shows additional names and address the applicant has used, plus rental related debt is research and verification of that debt is attempted. You will receive a bill from RAWV after you obtain your report.

## Rental Association of Wenatchee Valley Screening Agreement & Landlord/Property Manager Information

THIS AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, is by and between RENTAL ASSOCIATION of WENATCHEE VALLEY (RAWV) and RAWV member or members' representative, herein called "User" as listed below:

Company Name: \_\_\_\_\_ DBA \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Name that property is listed on at the Courthouse (*owner, corporate name, etc.*) \_\_\_\_\_  
 Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
 Email: (please print clearly) \_\_\_\_\_

THE PARTIES HEREIN NAMED AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

1. RAWV agrees to facilitate access by the User to Rental Screening Agencies and to consumer credit reports; hereinafter called "Reports" or "Report" as defined in the Fair Credit Reporting Act and other applicable acts, hereinafter called "Acts" as they exist or are hereinafter amended.
2. Each and every time User requests a consumer credit report, if facilitated in any way by RAWV, User certifies that it is obtaining the Report exclusively for current tenant screening purposes and not for any purpose outside the permissible purposes of the Acts. User employees shall be forbidden from attempting to obtain or from obtaining reports on themselves, associates or any other person except in the exercise of their applicant screening duties. User and RAWV agree that all reports provided will be kept strictly confidential except as required by law. No information from the reports will be revealed to any other person except a person whose duty requires them to review the information in relation to the lawful purpose for which the report was obtained.
3. User and RAWV agree to abide by all provisions of the Acts and additionally agree to obtaining applicant's written consent by having applicant sign a rental application permitting the User to obtain the applicant's consumer credit information and to keep the authorization on file for a minimum of two (2) years, whether or not the applicant becomes a tenant of the User.
4. User agrees that RAWV functions solely as a conduit between the User and credit reporting company, for accessing consumer credit information directly related to the User's need to determine if applicant meets the Rental Policy of the User. RAWV makes no representation as to the credit-worthiness or suitability or any individual or prospective tenant.
5. User understands that RAWV is not directly aware of the content of any consumer credit report received by the User and the User will at all times hold harmless RAWV and its members and officers from and against any and all causes and actions, claims, demands, liabilities, loss, damage or expense of whatsoever kind and nature, including attorney's fees; which the User may incur, by reason of, or in consequence of User's use of any report or data, including any suite instituted to enforce the obligations of this Agreement or related to violation of the Acts;
6. In the event either party to this Agreement desires to terminate this Agreement, oral or written notice shall be required and termination shall be effective the day it is received by the other.
7. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, whether written or oral, between the parties relating to the said subject matter.

THIS AGREEMENT shall commence as of the date signed and deemed automatically renewed from year to year thereafter unless notice of termination is given by either party.

User / RAWV Member Signature	RAWV Authorized Signature
Print Name and Title	Print Name and Title
Name and Driver's License Number of owner and/or employee who will be doing screening. If more than one person, use additional form.	
Print Name (first, middle initial, last)	Driver's License Number
Signature	Date

Only the person named above may run screening checks. Any new employee/owner/manager must apply by completing one of these forms and being approved prior to running the screening test.

RAWV employee to copy driver's license and attach to this form. Sign here \_\_\_\_\_

*RAWV – Screening Agreement*

# MEMBER FAX COVER SHEET



**FAX: 1 (800) 303 8317**

Fax this sheet along with the SIGNED application. All reports are processed in the order in which they were received and will be returned by FAX upon completion.

Your RAWV Information Source

Account Number: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Business/Complex Name: \_\_\_\_\_

Requester's Name: \_\_\_\_\_ Number of pages (including this cover page): \_\_\_\_\_

Day Voice phone (\_\_\_\_) \_\_\_\_\_ Return Fax number: (\_\_\_\_) \_\_\_\_\_

**Applicant(s) Name(s):**

1) _____	SSN _____	DOB _____
2) _____	SSN _____	DOB _____
3) _____	SSN _____	DOB _____
4) _____	SSN _____	DOB _____

**Type of Report Requested:**

**Phase One:** Background checks without credit report included

**Essential Report - \$29.50**

Contains a criminal report, sex offender registry search, nationwide eviction, judgment, and lien search, plus ID verification showing additional names and addresses the applicant has used.

**Protector Report - \$40**

Contains a criminal and court report, a sex offender registry search, verification of addresses and phone numbers listed, references from all landlords and employers listed, nationwide eviction, judgment, and lien search, ID verification which shows us additional names and addresses the applicant has used, plus rental related debt is research and verification of that debt is attempted.

**REMEMBER:** Your applicant's social security number is the key to an accurate report. Did you verify it by sight? or obtain a photo copy?

**ALSO:** Be sure the application is signed by all applicants

\*All credit report re-pulls are subject to a \$10.00 fee.

*(Please copy and use this form for all applications)*

**Information Source**

**1636 W. 1ST, SUITE 205**

**SPOKANE, WA 99204**

**(509) 624-2229 (800) 548-8847**

**Phase Two:** Credit Screening and background check (Recommended by RAWV)

**Must have completed the Credit Bureau Requirements Application**

**Quick Check Report - \$29.50**

Provides you with a credit report, a criminal check (1), an eviction check (1) and a search of our "Renter Data Base".

**Complete Report - \$40.00**

Provides you with a credit report, a criminal check (1), an eviction check (1), a search of our "Renter Data Base", verification of addresses and phone numbers listed on the application, references from all landlords listed as well as all employers listed and banking information.

*You will receive a bill from RAWV after you obtain your report*

RAWV - Form #52 (3/10)