



Tenant Screening Credit Reports

Tenant screening is important. Every landlord, apartment manager or property management company needs to understand the critical nature of tenant screening. Ultimately, tenant screening may well determine the overall success or failure of your investment.

The MetroTex Association of REALTORS® offers two types of screening reports:

- A Basic Credit Report from one bureau
- A Full Report includes a credit report from one bureau,
 - a background check at the county, state and federal levels,
 - including a sex offender database check, and verification of employment and rental history.



Due to language in federal and state laws the information obtained in these reports is for Broker and/or agent ONLY. This means that you may not hand over a copy of any reports to anyone (including the landlord, property owner or tenant). No detailed information may be given regarding specific accounts and/or balances owed. All reports received by agents must remain safely stored in locked files for four years.

The only information that may be shared with the landlord, property owner or tenant is the following:

- Income
- Rental history
- Number of occupants
- Employment history
- Criminal history
- Information regarding pets

General information that may be shared is the total number of accounts and the number of accounts that are delinquent.

Screening reports may be ordered through the MetroTex Dallas REALTOR® Store. Brokers must file a form with MetroTex authorizing the agents who will be able to order credit reports.

Agents must complete the Request for Credit Information Form for each applicant for whom they need a report and submit it along with the proper documentation and payment information to the MetroTex Dallas REALTOR® Store. Both of these forms can be found online at DFWRealEstate.com under "Tools & Resources" and "Applications, Forms & Store".

For additional information please contact Joe Rakoczy or Maggie York at the MetroTex Dallas REALTOR® Store (214) 540-2753 or email realtorstore@dfwre.com.