

## ***SCREENING APPLICANTS***

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1. All prospective tenants should complete an application such as the form that is included in this packet. If you are using a tenant screening company, the tenant should include the processing fee with the application. This non-refundable fee can be applied to the rent of the accepted tenants. All applications should be kept on file for at least three years.
2. Be sure the applicant can show proof of ability to pay rent, i.e., is employed (unless elderly or disabled) or can show other proof of ability to pay.
3. It is illegal to refuse to rent or sell to a person because of race, color, religion, sex, or national origin. You may refuse because of poor references, bad credit, too large a family for the capacity of the residence, or insufficient income to pay rent.
4. Make certain that your applicant is the person that they represent themselves to be. The submission of a fraudulent and misrepresented application is becoming increasingly more common. Be constantly aware of this possibility.

Verify your applicant's identity by asking to see their driver's license. A license is more difficult to fraudulently obtain than I.D. cards. If you have doubts, you may wish to request birth certificates. A Picture I.D. is helpful. They allow you to match the picture to the applicant. Compare names and social security numbers to those offered on the application.

5. Insist on five (5) years of specific residence history. This will afford you the opportunity of more clearly understanding the applicant's previous residential situations. If time lapses exist in the applicant's previous residential history, explore them with the applicant to your satisfaction.

Check with former landlords to see what kind of tenant the applicant was and how long he/she lived there. If the applicant has moved around a lot, find out the reason(s) for the frequent moves. This could be a sign of potential problems. The current landlord may say the applicant is a good tenant just to get rid of them. For this reason, the second or third landlord removed is a good source for accurate information. You should consider a drive by or visit to the present home of the tenant as part of the screening process.

6. Satisfy yourself that the extent and the chronology of the information stated on the application are logical.
7. If the applicant offers you information during the conversation that they have not disclosed on their application, note this information on, or as an addendum to, the application.

8. Criminal record checks may be required by the property owner. If you choose to require the criminal check, you must be sure to require the record check of every applicant. A criminal record check form can be obtained from the St. Louis Police Department's Records Section at Police Headquarters. A sample of this form is shown at the bottom of this page. If you are requesting the record check, then you would select option four (4) on the form. If you have the applicant request the record check, then he/she would select option two (2) on the form. The form must be completed and presented with the **\$9.00 fee** (acceptable in cash, money orders, cashier's checks, or company checks) to...

**Police Headquarters  
1200 Clark Street  
Room 114  
314.444-5541**

Tenant screening companies frequently offer this service for an additional fee.

<b>METROPOLITAN POLICE DEPARTMENT – CITY OF ST. LOUIS RECORDS SECTION</b>		Mail _____
<b>REQUEST FOR RECORD CHECK</b>		Pick Up _____
		DATE _____
<b>(PLEASE PRINT)</b>		
Name _____ <i>Last First Middle Maiden</i>		
Date of Birth _____ Race _____ Sex _____ Soc. Sec. No. _____ <i>Month Day Year</i>		
Address _____ Telephone Number _____ <i>Number Street City Zip</i>		
Please carefully select one of the following types of record checks.		
<input type="checkbox"/> I am an individual requesting my own record for child care and/or nursing care employment purposes as those terms are defined by Missouri State Statute 610.120.		
<input type="checkbox"/> I am an individual requesting my own record for purposes other than those cited above.		
<input type="checkbox"/> I am/represent an entity entitled to closed record information as defined by Section 610.120, RSMo; or am an individual/business having notarized authorization of the above named individual to obtain his/her entire record, to include any closed record information.		
<input type="checkbox"/> I am an individual/business requesting someone else's record. (NO CLOSED RECORD INFORMATION SHALL BE PROVIDED)		
<b>No closed record information shall be released to anyone other than the subject of the record, an individual presenting the subject's notarized authorization or an entity entitled to such information as defined by Section 610.120, RSMo.</b>		
SIGNATURE _____ <i>Individual or Authorized Representative</i>	SOURCE OF I.D. _____	
MPD FORM REC-88 (R-4) 4/02		

9. The Circuit Clerk's office provides a tenant-screening tool for use by landlords and property managers in the form of a public access computer or directly through their website system <http://www.courts.mo.gov/casenet/base/welcome.do>. This self guided Internet accessible system allows you to check for criminal or civil cases (City only) against potential tenants. Below is the type of information available through the use of this system.

***THE CIRCUIT CLERK'S OFFICE PROVIDES  
A TENANT SCREENING TOOL  
FOR USE BY LANDLORDS AND PROPERTY MANAGERS***

**WHERE:** Circuit Clerk's File Room  
Civil Courts Building (3<sup>rd</sup> floor)  
Tucker and Market Streets  
Phone: 622-4923

**WHEN:** Monday-Friday  
8:00a.m.-5:00p.m.

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A self-guided computer system at the Circuit Clerk's Office is available to landlords and property managers to check for criminal or civil cases (City only) pending against potential tenants. To begin, type in the last name, first name and middle initial of the tenant. The information will be displayed as follows: (The information used below is for illustrative purposes only and does not reflect an actual case). The computer shows our potential tenant, Darling, Wendy, has a case pending against her by her ex-landlord, Pan, Peter.

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Case No.	Last Name, First Name, MI	Plaintiff/Defendant
TRC 812-12345	"Darling, Wendy M.,"	DEF

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Case No. 812-12345 "Pan V Darling" Page 1  
Filing Date: 6/21/93 Int In Court Division Assigned:27Pending  
Docket Date: 7/19/93 Schedule (To be used by Circuit Clerk)  
Lawsuit Amount: \$600.00 + Interest + Fees + Late Charges

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001 Pan, Peter  
Attorney: Hook, Captain John

001 Darling, Wendy M.  
234 Tree Top, 2<sup>nd</sup> floor  
Treasure Island, MB 09876

Nature of Action: (Circuit Clerk Coding)- Rent and Possession  
Nature of Actions: 01

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If there are any questions concerning the use of this computer/website or the information contained therein, please ask for the staff in the Clerk's Office.