

Sign Template – Notice about Tenant Screening Reports

As of September 18, 2010, City law requires the posting of signs about the use of tenant screening reports at any location at which business transactions pertaining to the rental of residential property are conducted.

DCA created the attached sign template for use:

- The sign is 20" wide by 14" high.
- The PDF is editable:
 - Check ONE box only to indicate if you use tenant screening reports.
 - Type the name and address of all consumer reporting agencies you use and indicate if any are a nationwide specialty consumer reporting agency.



Tenant Screening Report Sign Not Posted

You can file a complaint about residential rental agencies in the City that do not post the "Notice about Tenant Screening Reports" sign required by law.

The sign must include:

- If the agency uses tenant screening reports to make rental decisions
- Which tenant screening reporting company the agency uses
- The agency's duty to tell you if they do not lease or rent to you based on your tenant screening report
- Your right to dispute the information on your tenant screening report directly with the tenant screening reporting company
- How you can get a free copy of your tenant screening report and your credit report

Make a complaint about a residential rental agency.

Also Found In:

[Housing & Development Tenant Resources Information & Assistance](#)

[Housing & Development Building Management Resources Maintenance](#)

[Business Consumer Assistance Complaints](#)

[Housing & Development Buildings & Property Complaints](#)

NOTICE ABOUT TENANT SCREENING REPORTS

Tenant screening reports from consumer reporting agencies are sometimes used to assist landlords in making rental decisions. In regard to such reports:

We do not use such reports.

We may use such reports by contacting the following:

- o Name and address of consumer reporting agency #1. (Identify any that are a nationwide specialty consumer reporting agency.)*
- o Name and address of consumer reporting agency #2*
- o Name and address of consumer reporting agency #3*
- o Etc.*

The law requires us to notify you if we do not lease or rent to you based on information in that report. You also have the right to dispute the accuracy of the information in the report directly with the reporting agency and to obtain a free report from such agency if we do not lease or rent to you based on such report.

You also are entitled to receive one free report every 12 months from any nationwide specialty consumer reporting agency used by us, as well as a free credit report every 12 months from each of the nationwide consumer credit reporting companies: Equifax, Experian and TransUnion. You can request this free credit report through the website www.annualcreditreport.com. You may dispute the accuracy of any information about you that is contained in such report directly with the credit reporting agency.