

DISCLOSURE REGARDING CONSUMER REPORTS

Melrose Terrace, Inc.
308 East Republican Street, Seattle, WA 98102
206-325-9630

Melrose Terrace Will Obtain a Background Check

You acknowledge and understand that in connection with your application for residence in Melrose Terrace Cooperative, we may obtain a “consumer report” and/or an “investigative consumer report” on you from Trak-1, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law.

Consumer Report Defined

A consumer report is any communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current eligibility for residential purposes.

Investigative Consumer Report Defined

An investigative consumer report is obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living.

Reports May Contain

The consumer reports or investigative consumer reports may contain public record information which may be requested or made on you including, but not limited to: consumer credit, criminal records, civil cases in which you have been involved, driving history records, current motor vehicle insurance coverage, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others.

Your Rights as a Consumer

You are hereby notified that you have the right to make a timely request for a copy of the scope and nature of the above investigative background report and/or a complete copy of your consumer report contained in Trak-1's files on you at the time of your request by providing proper identification.

You are further notified that, prior to being denied residence based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Correspondence to Trak-1 should be forwarded to:

Trak-1 | Consumer Disputes | 7131 Riverside Parkway | Tulsa, Oklahoma 74136

AUTHORIZATION TO OBTAIN CONSUMER REPORT

Please return this completed form via email office@melroseterrace.com or fax 206-325-5916.

The following is information required in order for Melrose Terrace Cooperative to obtain a complete consumer report:

Full Legal Name : _____
(First Name, Full Middle Name, Last Name)

Street Address: _____

City: _____ State: ___ Zip: _____

Email Address: _____ Gender*: M / F Race*: _____

Social Security Number: _____ Date of Birth*: _____

Driver's License Number: _____ Issuing State: ___ Expiration Date: _____

Other or Former Names: (AKA, Maiden Names, Married Names, Surnames, Etc.) _____

Your signature below indicates the following:

- 1) You authorize, without reservation, Trak-1 or any third party to obtain and/or furnish to Melrose Terrace Cooperative any records or information referenced in the provided disclosure statement for residential related purposes;
- 2) You authorize ongoing procurement of any records or information, reports and records at any time during your lease to the extent allowed by law;
- 3) You authorize the use of a fax or photocopy of this authorization as having the same authority as the original;
- 4) You authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other entity, person or agency having knowledge about you to furnish Melrose Terrace Cooperative and/or Trak-1 with any and all background information in their possession regarding you for these stated purposes;
- 5) You understand and agree that in connection with your lease your consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the leasing process;
- 6) You have read and fully understand the foregoing disclosure and this authorization.
- 7) You certify that all the information you have provided on this form is true, complete, correct and accurate; and
- 8) You certify you have received, reviewed and understand the "Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.)" which is published by the Federal Trade Commission to help you know your rights.

Customer Signature: _____ Date: _____

* This information will be used for background screening purposes only.

Check this box if you are a Minnesota, Oklahoma, or California applicant, and you would like to receive a copy of your consumer report, if one is obtained. For **California** applicants only: a copy of your report will be sent to you by the above-referenced employer within three business days beginning on the date of receipt by the employer. For **Minnesota** applicants only: the consumer reporting agency shall furnish a copy of your consumer report within twenty-four hours of providing it to the above-referenced employer. For **Oklahoma** applicants only: the consumer reporting agency shall furnish a copy of your consumer report.

CALIFORNIA APPLICANTS: Pursuant to § 1786.22 of the California Civil Code, you may view the file maintained on you by Trak-1 during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone upon production of adequate identification. Trak-1 is required to have trained personnel available to explain your file to you and any coded information contained therein. You may appear in person alone, or with another person of your choice, provided that this additional person furnishes proper identification.

California Civil Code section 1786.16(2) requires a separate disclosure and authorization to be signed by an applicant or current employee each time a background check is performed for employment purposes. This requirement does not apply in situations where the employer has a suspicion of wrongdoing or misconduct by a current employee.

MAINE APPLICANTS: Pursuant to Maine state law, § 1317(2), Trak-1 is required to reinvestigate any consumer dispute made by a consumer residing in the state of Maine within 21 calendar days of notification of the dispute by the consumer.

RESIDENTIAL APPLICATION

Please return this completed form via email office@melroseterrace.com or fax 206-325-5916.

APPLICANT INFORMATION & PREVIOUS ADDRESS HISTORY				
APPLICANT NAME – Last, First, Middle		DATE OF BIRTH	SOCIAL SECURITY NUMBER	DRIVER'S LICENSE #
CURRENT ADDRESS		CITY	STATE	ZIP
HOME PHONE	CELL PHONE	REASON FOR MOVING?		
LANDLORD/MANAGEMENT COMPANY		PHONE	RENT AMOUNT	HOW LONG?
PREVIOUS ADDRESS		CITY	STATE	ZIP
LANDLORD/MANAGEMENT COMPANY		PHONE	RENT AMOUNT	HOW LONG?
MONTHLY INCOME (Employment)				
EMPLOYER NAME		ADDRESS	CITY	STATE ZIP
EMPLOYER PHONE	CONTACT/SUPERVISOR'S NAME	HOW LONG?	YEARS IN FIELD?	GROSS MONTHLY INCOME
PREVIOUS EMPLOYER NAME		ADDRESS	CITY	STATE ZIP
EMPLOYER PHONE	CONTACT/SUPERVISOR'S NAME	HOW LONG?	REASON FOR LEAVING	
OTHER INCOME SOURCES (Housing Assistance, Alimony, Child Support, Education Assistance, Etc.)				
SOURCE		AMOUNT PER MONTH	CONTACT PERSON	CONTACT PHONE
BANK REFERENCE (Indicate Bank and Services Used)				
NAME OF INSTITUTION		ACCOUNT NUMBER	ACCOUNT TYPE	BALANCE PHONE NUMBER

EVICTON HISTORY

HAVE YOU EVER BEEN EVICTED? (Circle One) If yes, please list all evictions below.		YES / NO
EXPLANATION:		
EXPLANATION:		
EXPLANATION:		
CRIMINAL HISTORY		
EXCLUDING MINOR TRAFFIC OFFENSES, HAVE YOU BEEN CONVICTED OF ANY CRIMINAL ACTIVITY IN THE LAST _____ YEARS? (Circle One) If yes, please list below all convictions in the last _____ years.		YES / NO
EXPLANATION:		
EXPLANATION:		
EXPLANATION:		
MOTOR VEHICLE(S)		
LICENSE PLATE #	MAKE / MODEL	YEAR
OTHER OCCUPANTS		
LIST ALL OCCUPANTS OF UNIT OTHER THAN APPLICANT	RELATIONSHIP	AGE

Management will grant equal opportunity to all persons regardless of race, creed, religion, gender, sexual orientation, national origin, familial status, marital status, status with regard to public assistance and/or disability.