



Alliance 2020 Request for Proposals

RE: Online Tenant Screening Application Development & Maintenance Services

For additional information regarding this project, contact the designated RFP contact below.

Thank you for your interest!

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Response Due

by 3:00 PM on October 31, 2014

Deliver by:

Email

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In Person

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Request for Proposals
Specification, Terms and Conditions for
Online Tenant Screening Application Development and Maintenance Services

TABLE OF CONTENTS

I. Statement of Work
Intent3
Scope3
Background3
i. Customized Application Forms3
ii. Automated Application Emails4
iii. Payment Vendor Integration4
iv. Screening Platform Provider Integration5
v. Separation of Payment and Application Data Protocol5
vi. Automated Error Message Emails5
vii. No Loss of Data6
viii. Electronic Signatures6
ix. Personal Data Validation6
Helpful Documentation6
Needs Statement7
Requested Additional Features & Benefits.....7
II. Bidder Qualifications
History & Experience.....8
Differentiating Factors.....8
Portfolio.....8
Staff.....8
Location.....9
Communication.....9
Resumes.....9
Timeline & Budget.....9
Project Approach.....9
Risk Management.....9
Data Security.....9
Dimensions, Analytics & Ongoing Improvement Management.....10
III. Evaluation Criteria.....10
IV. Illustrations
1.1 Online Application XML/API Functional Workflow11
1.2 Online Application Client Interface (Flyer)12
2.1 Current Online Application Screenshot – Rental Agent Selection13
2.2 Current Online Application Screenshot – Automated Email Samples14
2.3 Current Online Application Screenshot – Automated Email; Applicant-Entered Information.....15-17
2.4 Current Online Application Screenshot – Credit Card Payment & Electronic Signature18
3.1 Industry Standard Online Application #1.....19-20
3.2 Industry Standard Online Application #2.....21

I. STATEMENT OF WORK

Intent

It is the intent of these specifications, terms and conditions to describe the online tenant screening application development and maintenance services required by Alliance 2020.

Alliance 2020 intends to award a contract (with option to renew) to a qualified bidder whose responses conform to this RFP and is most aligned with Alliance 2020's requirements and needs for the project.

Scope

Alliance 2020 plans to enter into an agreement with an IT vendor with the expertise to provide technical consultants for all aspects of the online application development and maintenance services in areas of information processing architecture, analysis, programming, data management, quality assurance, web support, consulting and project management. We are seeking a CRM that can allow for multiple changes, additions and customization for our customers.

Background

Alliance 2020 provides tenant screening services to its clients using customizable online applications that submits tenant information securely into the screening software/platform used by Alliance 2020 to perform the actual screening of applicants. The online application currently features:

Customized Application Forms

Each application follows a standard format, each with its own assigned unique URL, but is customized individually to the client's request. These optional customizations include:

- i.** Rental criteria posted for the user to view and sign in acknowledgment via electronic signature to fulfill Washington State laws relating to the disclosure of rental criteria (RCW 59.18.257) prior to screening
- ii.** Ability to upload client-provided documentation, such as mold disclosures, lead paint disclosures (in pdf format) for the prospective tenant to view and download in order to fulfill Washington State laws relating to required disclosures prior to screening or move in date
- iii.** Customized to show client logo on each online application
- iv.** Addition of custom questions per client request to ask of the applicant and/or to include additional fields to input information
- v.** Multiple "Product" applications customized to each client. Each client may use several tenant screening product (ex: credit only, credit and criminal, credit and criminal and verifications of rental and work history) which must be ordered through the XML API gateway. These separate products must be ordered individually through the specified code

in the XML request submission. The combination of searches is packaged together and is given a product name, for example: “T-XML-FULL-36”. This product name is specified for each application in the XML request code.

vi. Customization allowing for online applications per client or per user. Property management companies may have multiple agents managing hundreds of properties, each requiring individualized setup within our Screening Platform Provider's system with separate user accounts. (A single application form for a client must also have the functionality to sort data into different user accounts, depending on the “agent” an applicant selects from a drop down menu. See Illustration 2.1) In short, an single online application may be used for multiple users or for a single user, resulting in a single company having up to 100 individual online applications or only 1.

vii. “Approval” may be required for some clients who prefer that applicant-submitted information not be instantly sent into the screening queue prior to explicit approval from a user. Due to the nature of online tenant screening applications, a prospective tenant may apply for a property that is no longer available, resulting in credit inquiries and screening fees that may need to be reversed. This approval process is achieved through the additions of three lines of XML code submitted through the API gateway.

Automated Application Emails

Applicant-supplied information is compiled into an e-mail automatically sent in triplicate. See Illustrations 2.2 and 2.3 for automated email samples.

- The client is notified of the application submission with a copy of the application with sensitive information redacted
- Alliance 2020 receives an email at a designated mailbox with a copy of the full application, notifying its staff that an application has been submitted
- The applicant receives an email with a copy of the application with sensitive information redacted, thanking them for applying and notifying them that their application has been received.

Payment Vendor Integration

All online applications must integrate with Alliance 2020's contracted online payment vendor so that prospective tenants/applicants can pay the cost of the screening report up front. Applicant-entered credit card information is typically collected at the end of the online application after reading the required statement and authorizing payment (See Illustration 2.4). Payment is processed via an XML request sent through an HTTP protocol using the GET method. The payment amount charged for the screening fee is customized per application form.

Screening Platform Provider Integration

All online applications integrate with Alliance 2020's Screening Platform Provider via an XML API Gateway sent via the POST method over HTTPS to a publicly available URL. The XML request code is unique to each client's application to allow separate credit card processing, allowing for the sorting of submitted data into the correct client user account in the screening platform and for separate product ordering.

Separation of Payment and Applicant Data Protocol

The Payment Vendor and the Screening Platform Provider are two separate entities. Data transmission is separated so that online applications can accept payment without sending data to the Screening Platform Provider while other online applications are submitted without credit card payment.

Automated Error Message Email

Emails are sent to an administrative inbox based on the final outcome of submission as described below. All automated email messages must contain the applicant's name, contact information and IP address as well as the client name and the date and time of application submission. All data is pulled from the response information entered into the SQL database and sent directly to Alliance 2020.

Successful Submission: A successful submission is one in which the applicant data successfully enters into the Screening Platform Provider platform and the payment information was processed by the Payment Vendor without error. Response information from the Screening Platform Provider will include the applicant name, contact information, IP address, client name, submission time, and the report number as assigned by the Screening Platform Provider.

Payment Error: A payment error is a submission in which the applicant data successfully enters into the Screening Platform Provider workspace queue, but the payment information could not be processed due to an error. These errors can range from a declined card, incorrect card input, a mismatch of card owner, etc. The email will provide the reason that payment failed. When payment is not successful, PHP scripting modifies the XML request to prevent the data from being processed. Instead, input information is stalled in the Screening Platform Provider's "XML Ready" queue to prevent further processing until valid payment is received where it will then be manually "pushed through" by Alliance 2020. The client can also "push" the application through in cases where they collect payment directly from the applicant or otherwise approve an application for processing without credit card payment.

Submission Error: A submission error occurs when the applicant data does not successfully enter the Screening Platform Provider's workspace queue. These errors can also occur in addition to payment errors. The email will provide the reason for the submission error. Possible causes of submission errors include: user account expiration errors, unrecognizable data inputted by the applicant, Screening Platform Provider maintenance resulting in a submission error, etc.

No Loss of Data

Information inputted as part of an application submission will be securely stored to prevent the loss of data even in instances of submission errors, payment errors and automated email malfunctions. With the exception of credit card data (which is not stored for compliance reasons), the XML request and response code and corresponding vendor information is stored in a MySQL database. This keeps a record of all applicant-submitted information and thereby prevents loss of data in all foreseeable circumstances.

Electronic Signatures

Electronic signatures allow prospective tenants to sign their name using a digital signature, thereby creating a legally binding signature compliant with the Federal Electronic Signatures in Global and National Commerce Act (15 U.S.C. Ch 96—a federal law enacted June 30, 2000 to facilitate the use of electronic records and signatures, ensuring the validity and legal effect of contracts entered into electronically).

The applicant can sign their name by clicking and dragging their mouse on the screen. The signature is then saved as an .png image filed and attached within the document text to create a pdf file. This document is, in current use, included in an attachment in an email sent to Alliance 2020 staff and to the client so that it can be uploaded into the Screening Platform Provider's platform and retained as required by state and federal law (Real Estate Agency Notification and Disclosure, Section 1018 if Title X; RCW 18.86.030)

Personal Data Validation

Personally Identifiable Information (PII—information that can be used to trace identity or contact information) such as social security numbers, US phone numbers and zip codes, that can be validated (valid zip codes versus invalid zip codes) will prompt applicants to correct any inappropriate information, thereby preventing submission errors when possible.

Helpful Documentation

The following documents may provide better context for the current system and aid in submission of a proposal:

Illustration 1.1 – Online Application XML/API Functional Workflow

Illustration 1.2 – Online Application Client Interface Flyer

Illustration 2.2; 2.3; 2.4 – Current Online Application screenshots showing automated email samples, applicant-entered information, credit card payment and electronic signatures.

Table below showing information currently required for all applications to be processed. Other optional information may be included on the online application—see illustrations mentioned above for further samples.



Information Currently Requested (Applicant Supplied Information)

Fields for Integration into Screening System	Add'l Information
First Name, Last Name	Middle Name is optional
Applicant SSN	Currently Validated (non-valid data will require correction)
DOB (date of birth)	Year-Month-Day Format, Currently Validated
Email Address	Optional Field
Phone Number	Currently Validated
Current Residence	Present Address (House Number and Street Name) City, State, Zip
Residence Information for Past 2 Years	Up to Three Additional Addresses Dates of Residence: MM/YY of Move-in -MM/YY of Move-Out Name of Landlord (and Company if applicable) Landlord's Phone Number
Employment Information	Current & Past History through Last 2 Years (up to 3 Employers) Employer Name Position Employment status (FT, PT, Temp, Self-Employed) Date of Employment: MM/YY Start Date – MM/YY of End Date (or “current”) Monthly Salary Supervisor Name Supervisor or Employer Phone Number Employer City and State

Needs Statement

Alliance 2020 is looking for a professional IT developer who can create an online application that has greater compatibility with mobile and tablet devices and allows submission on all existing browsers and operating systems while still maintaining ease of use and in house maintenance of client requested changes.

Alliance 2020 is looking for the chosen developer to construct the online application in an environment conducive to the greatest flexibility and security available, QA and test automation, and provide ongoing support for maintenance of the application.

Requested Additional Features & Benefits

In addition to the usability and compatibility needs stated above, the chosen vendor will need to securely submit completed applications, and other documentation, as pdf files, encoded as binary data (base64) and sent via an XML API Gateway to our Screening Platform Provider.

Successfully completed applications automatically attached to the assigned “file number” in Screening Platform Provider's workspace queue.

Successfully completed disclosures automatically attached to the assigned “file number” in Screening Platform Provider workspace queue.

Development in a CRM that is user friendly and can be managed in-house without unreasonable need for assistance with awkward code. Employees making changes may have little coding knowledge. WYSIWYG editor capability would be ideal.

Simple system architecture that allows for test data to be run through before turning an application “live”. Code tester and compiler allowing for elimination of bugs or errors in code before “saving” in real time.

Ability to quickly create new application forms or customize fields without a large time expenditure.

Current online application has issues with submitting only a single payment. We would like to prevent multiple payment submissions as much as possible.

A mechanism to prevent the submission of applicant entered information upon a payment failure response from the payment vendor through the XML gateway. Display of error message to the user would ideally depend on the XML response message received from the payment vendor, informing the user of the reason for the failure. Current online application does not prompt applicants to re-enter a valid form of payment upon payment failure, resulting in extra work for employees in collecting payment.

Quality Assurance process with ability to implement changes with reasonable turnaround time

Ongoing support as needed—bid should include monthly “upkeep” hours available for staff to utilize services for help as needed for at least 1 year. Option to renew this service should also be addressed.

II. BIDDER QUALIFICATIONS

Alliance 2020 is committed to finding a vendor that can creatively and effectively “bridge the gap” of expertise and solve the problems that it faces, offering numerous design options and provide an elegant, fast and stable application experience within a reasonable amount of time for a reasonable price point.

Alliance 2020 has identified the following criteria and necessary and desirable qualifications in the winning bidder:

History & Experience: The winning bidder must be regularly and continuously engaged in the business of providing IT solutions to businesses working in secure environments, preferably in the financial industry, or other similar field. The bidder should have at least 5 years of experience and must be verifiable through the Bidder's website, references and past projects completed.

Bidder must have extensive and verifiable experience with the development and provision of application development and maintenance services.

Experience with user testing and creating compatibility with mobile devices, operating systems including multiple Microsoft platforms, Apple tablets and Macs, Linux and Ubuntu with options to include additional compatibility as necessary in the future. Bidder should demonstrate comprehensive understanding of all aspects of technology, as well as current and future trends in

the industry. Essential is the ability to understand an organization's technology needs and provide the appropriate qualified personnel.

Differentiating Factors: The winning bidder will show how it distinguishes itself from the competition and why Alliance 2020 would benefit from using their services.

Portfolio: Each RFP submission should encapsulate their company's top-ranking projects of similar scope, explaining why the project illustrates the best of the company's abilities and explaining what problems were being solved and why (proprietary information may be omitted).

Staff: Each Bidder should include the number of full time employees in its design team, as well as subcontractors, contractors, freelancers and part-time employees. Also included should be a summary of the hiring process. Alliance 2020 works within a secure system and highly regulated industry, and therefore must perform due diligence and vet all contractors, subcontractors or any other individuals given access to its systems. Alliance 2020 is essentially purchasing the capabilities of the Bidder's team and it is essential for Alliance 2020 to understand the process of its creation.

Location: Each Bidder should include their office location, how they generally work and communicate with their clients and include the locations of any contractor, subcontractors, or other staff that will be working on the project. Location security should also be included—Alliance 2020 will need to know how access to the project and/or use of its systems is being protected.

Communication: How will communication between Alliance 2020 and the bidder be handled? How will Alliance 2020 know the status of the project and what tasks are being completed? What tools are in place for Alliance 2020 to communicate with team members on a regular basis. The bidder should also have a process in place to replace team members who are not effective or are problematic as determined by Alliance 2020. The correction action plan will be at no cost.

Resumes: Bidder should submit a brief resume for the design head. Bidder should also provide 2-3 resumes for essential team members who will be necessary to meet Alliance 2020's major needs.

Timeline & Budget: Bidder should include an estimated timeline and general overview of the project and projected milestones and how long it should take until it can be deployed. Include a budget, either in total or in price per hour or other measurement of work and/or time. Estimated number of hours is highly recommended.

Project Approach: Bidder review current online application, give initial suggestions, and explain how they would approach the project.

Risk Management: Due to the highly sensitive nature of information being handled, Bidder should prepare a statement on how it will handle the inherent risk and the significant variables involved in this project. How has the Bidder dealt with risk of this magnitude in other projects?

Data Security: Bidder should submit a copy of their data security policy and data breach protocols. Alliance 2020 submits highly sensitive and protected information in its online applications and requires the highest level of data security protocols to ensure that data

transmissions and database storage has the appropriate level of security. Any submissions should address these concerns and detail how consumer data will be protected.

Dimensions, Analytics and Ongoing Improvement and Management: Bidder should explain how analytics or measurements for making improvements or revisions will take place. What metrics should be measured and what does the Bidder propose in moving forward toward continuous improvement? Provide 2 examples of similar projects with ongoing work based on performance/analytics.

III. EVALUATION CRITERIA

All proposals will be evaluated by the Alliance 2020 RFP Selection Team. This team is comprised of staff members that may have expertise and experience with the current online application and may be responsible for making changes per client request for further changes after the new application is implemented.

Bidders should not contact Alliance 2020 after the RFP submission period has passed. Attempts by Bidder to contact and/or influence decision may result in disqualification.

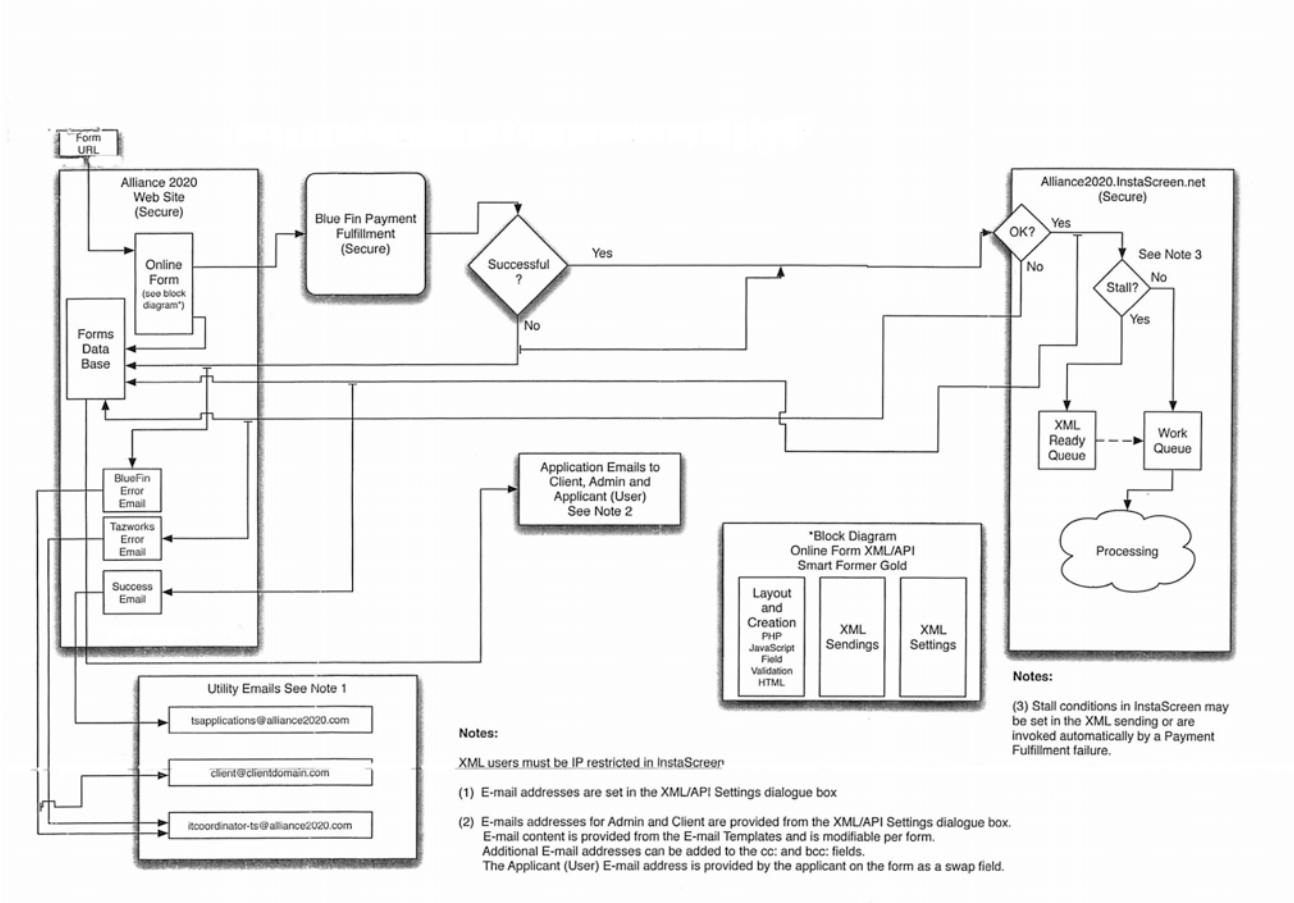
As a result of the RFP, Alliance 2020 intends to award a contract to the Bidder whose responses are most in line with the changes Alliance 2020 wants to see implemented and whose bid presents the greatest value to the county. The combined weight of the evaluation criteria is greater in importance than weight of an individual element. The goal is to award a contract to the bidder that proposes the best quality as determined by the combined weight of evaluation criteria. Alliance 2020 may award a contract of higher qualitative competence over the lowest priced response.

Proposals will be evaluated according to each Evaluation criteria and scored on the zero to 5 point scale outlined below.

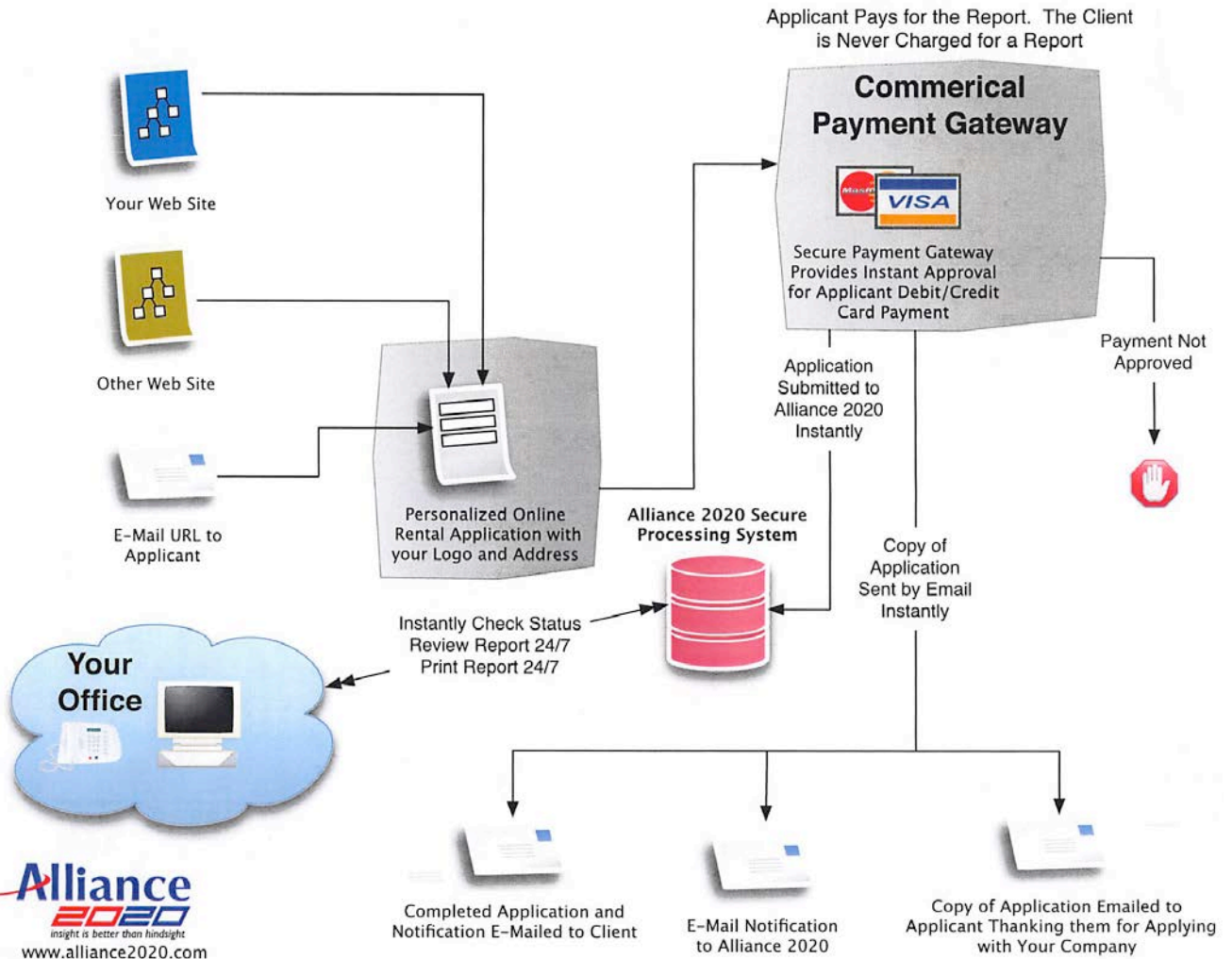
0	Not Acceptable	Non-responsive, fail to meet RFP specifications. The approach has no probability of success. Proposal has been disqualified.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives have not been met
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specifications.
4	Above Average/Good	Very good probability of success, better than average. Achieves all objectives per RFP requirements and expectations
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average. Excellent probability of success and in achieving all objectives and meeting RFP specifications.

IV. ILLUSTRATIONS

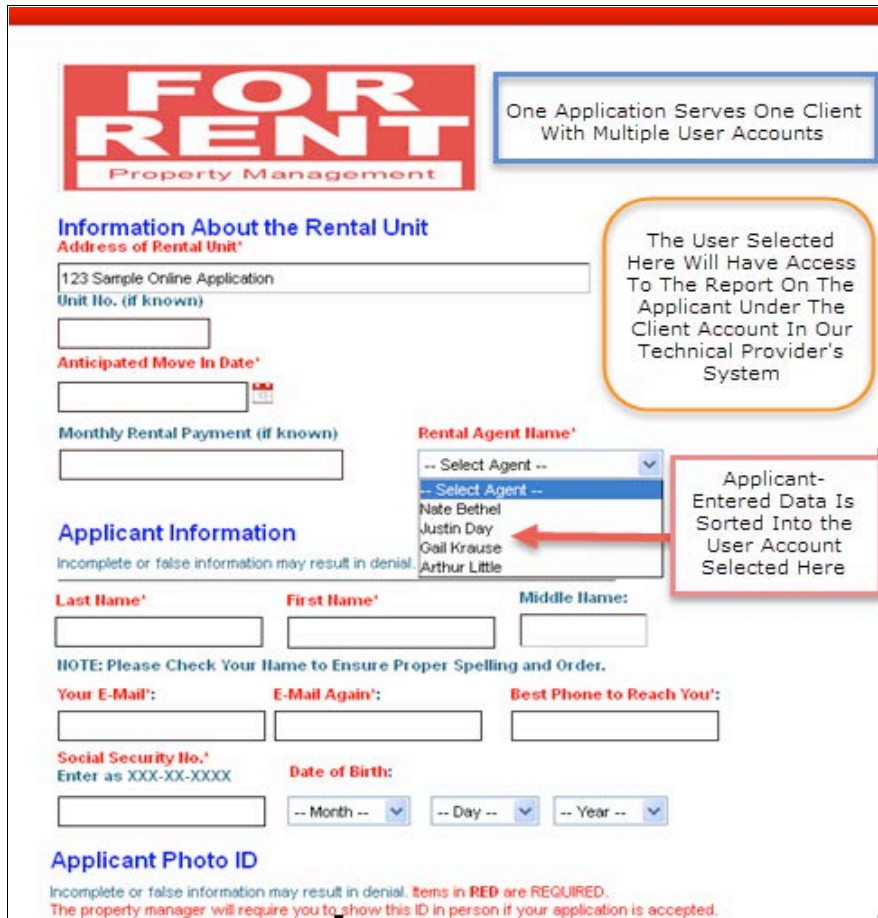
1.1 Online Application XML/API Functional Workflow



1.2 Online Application Client Interface Flyer



2.1 Current Online Application Screenshot – Rental Agent Selection



FOR RENT
Property Management

One Application Serves One Client With Multiple User Accounts

Information About the Rental Unit
Address of Rental Unit*
123 Sample Online Application
Unit No. (if known)
Anticipated Move In Date*
Monthly Rental Payment (if known)

Rental Agent Name*
-- Select Agent --
-- Select Agent --
Nate Bethel
Justin Day
Gail Krause
Arthur Little

The User Selected Here Will Have Access To The Report On The Applicant Under The Client Account In Our Technical Provider's System

Applicant-Entered Data Is Sorted Into The User Account Selected Here

Applicant Information
Incomplete or false information may result in denial.

Last Name* First Name* Middle Name:
NOTE: Please Check Your Name to Ensure Proper Spelling and Order.
Your E-Mail*: E-Mail Again*: Best Phone to Reach You*:
Social Security No.* Enter as XXX-XX-XXXX Date of Birth:
-- Month -- -- Day -- -- Year --

Applicant Photo ID
Incomplete or false information may result in denial. Items in RED are REQUIRED.
The property manager will require you to show this ID in person if your application is accepted.

2.2 Current Online Application Screenshot – Automated Email Samples

Email to Applicant

{Client_Element}

Dear {FirstName_Element} {LastName_Element} whose email address is {E-Mail_Element}.

If you said did not sign the [Disclosure, Release, Certification, and Authorization Form](#), you can do so online by clicking [here](#). You can also download a printable copy to sign and fax in by clicking [here](#). Providing us with this signed form will greatly speed up the screening process.

You submitted the following application to Alliance 2020, the screening firm of the apartment complex shown below. The information submitted is shown below, except that SSN's, photo ID numbers and dates of birth are not provided for security purposes. The \${price} cost of the report was paid for by a credit/debit card provided by the applicant using Blue Fin Payment Gateway.

The landlord will use the information provided, along with the screening report to evaluate the tenant's eligibility for tenancy.

Please do not reply to this email as it has been generated automatically.

The application was submitted to the Alliance 2020 screening system at the time indicated on the email.

Email to Administrator (Alliance 2020)

Administrator Email

The following application was submitted to the Alliance 2020 processing system at the time indicated on the email. The landlord and the applicant have also been provided this information.

{Client_Element}

Expiry {dateidexpiresmonth_element}- {DateIDExpiresYear_Element} CVS: {CreditCardCVSNo_Element} Name on Credit Card: {CreditCardName_Element} Zip Code: {CreditCardZipCode_Element}

Email to Client

Dear {Client_Element},

{FirstName_Element} {LastName_Element} whose email address is {E-Mail_Element} submitted the following application to Alliance 2020, the screening firm of the rental unit shown below. The information submitted is shown below, except that SSN's, photo ID numbers and dates of birth are not provided for security purposes. The \${price} cost of the report was paid for by the applicant's credit/debit card using Blue Fin Payment Gateway.

Please use the information provided, along with the screening report to evaluate the tenant's eligibility for tenancy.

Please do not reply to this email as it has been generated automatically.

The application was submitted to the Alliance 2020 screening system at the time indicated on the email.

2.3 Current Online Application Screenshot – Automated Email; Applicant-Entered Information

Rental Unit Information

Address of Rental Unit: {Complex_Name_Element} **Unit:** {Unit_element} **Rental Amount:** {RentalPayment_Element}
Anticipated Move-In Date: {MoveInDate_Element} **Rental Agent Name:** {ManagerName_Element}
Monthly Rental Payment: {RentalPayment_Element}

Applicant Information

First Name:{FirstName_Element} **Middle Name:** {MiddleName_Element} **Last Name:** {LastName_Element}
E-Mail Address: {E-Mail_Element} **Best Phone:** {BestPhone_Element}
Social Security Number: XXX-XX-XXXX **Date of Birth:** XX/XX/XXXX

Applicant Photo ID

Type of ID: {TypeOfID_Element} **If Other, Explanation:** {TypeOfIDOther_Element}

ID Number: XXXXXXXXXXXX **State of Issue:** {StateOfIDIssue_Element} **Date ID Expires:** {DatePhotoIDExpiresMonth_Element}/{DatePhotoIDExpiresYear_Element}
Full Name Shown on ID: {FullNameFromID_Element}
 {StreetAddressFromID_Element}
 {CityFromID_Element}, {StateFromID_Element} {ZipFromID_Element}

Applicant's Residential History

Present Residence

Type of Residence: {CurrentResidenceType_Element} **If Other, Explanation Provided:** {OtherResidenceReason_Element}
 {PresentAddress_Element} **Apt. No.:** {CurrentApt_Element}
 {CurrentCity_Element}, {CurrentState_Element} {CurrentZip_Element}
From: {CurrentlyLiveFromMonth_Element}/{CurrentlyLiveFromYear_Element} **to** {CurrentlyLiveToMonth_Element}/{CurrentlyLiveToYear_Element}
Monthly Payment: {MonthlyPayment_Element}
Reason for Moving: {CurrentReasonForMoving_element}
Landlord/Mortgage Co. Name: {LandlordName_Element}
Day Phone: {CurrentLandlordPhoneDay_Element} **Evening Phone:** {CurrentLandlordPhoneEvening_Element} *(Phone Numbers Not Requested if Residence is/was Owned.)*
 {CurrentLandlordCity_Element}, {CurrentLandlordState_Element} *(City and State Not Requested if Residence is/was Owned.)*

Past Residence 1

(Not Required if Previous Information Equalled or Exceeded 24 Months)

Type of Residence: {PreviousResidenceType_Element} **If Other, Explanation Provided:** {OtherResidenceReason1_Element}
 {PreviousAddress_Element} **Apt. No.:** {PreviousApt_Element}
 {PreviousCity_Element}, {PreviousState_Element} {PreviousZip_Element}
From: {PreviousLiveFromMonth_Element}/{PreviousLiveFromYear_Element} **to** {PreviousLiveToMonth_Element}/{PreviousLiveToYear_Element}
Monthly Payment: {PreviousMonthlyPayment_Element}
Reason for Moving: {PreviousReasonForMoving_element}
Landlord/Mortgage Co. Name: {PreviousLandlordName_Element}
Day Phone: {PreviousLandlordPhoneDay_Element} **Evening Phone:** {PreviousLandlordPhoneEvening_Element} *(Phone Numbers Not Requested if Residence is/was Owned.)*
 {PreviousLandlordCity_Element}, {PreviousLandlordState_Element} *(City and State Not Requested if Residence is/was Owned.)*

Past Residence 2

(Not Required if Previous Information Equalled or Exceeded 24 Months)

Type of Residence: {PreviousResidenceType2_Element} **If Other, Explanation Provided:** {OtherResidenceReason2_Element}
 {PreviousAddress2_Element} **Apt. No.:** {PreviousApt2_Element}
 {PreviousCity2_Element}, {PreviousState2_Element} {PreviousZip2_Element}
From: {PreviousLiveFromMonth2_Element}/{PreviousLiveFromYear2_Element} **to** {PreviousLiveToMonth2_Element}/{PreviousLiveToYear2_Element}
Monthly Payment: {PreviousMonthlyPayment2_Element}
Reason for Moving: {PreviousReasonForMoving2_element}
Landlord/Mortgage Co. Name: {PreviousLandlordName2_Element}
Day Phone: {PreviousLandlord2PhoneDay_Element} **Evening Phone:** {PreviousLandlord2PhoneEvening_Element} *(Phone Numbers Not Requested if Residence is/was Owned.)*
 {PreviousLandlordCity2_Element}, {PreviousLandlordState2_Element} *(City and State Not Requested if Residence is/was Owned.)*



Applicant's Employment History

Present or Most Recent Employer

Employer Name: {CurrentEmployer_Element} **Phone:** {CurrentEmploymentPhone_Element}
 {CurrentEmploymentAddress_Element}-{CurrentEmploymentCity_Element}, {CurrentEmploymentState_Element}
Type of Employment: {CurrentTypeEmployment_Element}
Temporary?: {CurrentEmploymentTemporary} **Self-Employed?:** {CurrentEmploymentSelfEmployed}
Position: {CurrentPosition_Element} **Supervisor's Name:** {CurrentSupervisorName_Element}
Salary: \${CurrentMonthlySalary_Element}
Employed From: {CurrentEmploymentDateFromMonth_Element}/{CurrentEmploymentDateFromYear_Element} to {CurrentEmploymentDateToMonth_Element}/{CurrentEmploymentDateToYear_Element}

Past Employer 1

(Not Required if Previous Information Equalled or Exceeded 24 Months)

Employer Name: {PreviousEmployer_Element} **Phone:** {PreviousEmploymentPhone_Element}
 {PreviousEmploymentAddress_Element}-{PreviousEmploymentCity_Element}, {PreviousEmploymentState_Element}
Type of Employment: {PreviousTypeEmployment_Element}
Temporary?: {PreviousEmploymentTemporary_Element} **Self-Employed?:** {PreviousEmploymentSelfEmployed_Element}
Position: {PreviousPosition_Element} **Supervisor's Name:** {PreviousSupervisorName_Element}
Salary: \${PreviousMonthlySalary_Element}
Employed From: {PreviousEmploymentDateFromMonth_Element}/{PreviousEmploymentDateFromYear_Element} to {PreviousEmploymentDateToMonth_Element}/{PreviousEmploymentDateToYear_Element}

Past Employer 2

(Not Required if Previous Information Equalled or Exceeded 24 Months)

Employer Name: {PreviousEmployer2_Element} **Phone:** {PreviousEmploymentPhone2_Element}
 {PreviousEmploymentAddress2_Element}-{PreviousEmploymentCity2_Element}, {PreviousEmploymentState2_Element}
Type of Employment: {PreviousTypeEmployment2_Element}
Temporary?: {PreviousEmploymentTemporary2_Element} **Self-Employed?:** {PreviousEmploymentSelfEmployed2_Element}
Position: {PreviousPosition2_Element} **Supervisor's Name:** {PreviousSupervisorName2_Element}
Salary: \${PreviousMonthlySalary2_Element}
Employed From: {PreviousEmploymentDateFromMonth2_Element}/{PreviousEmploymentDateFromYear2_Element} to {PreviousEmploymentDateToMonth2_Element}/{PreviousEmploymentDateToYear2_Element}

Proposed Occupants and Miscellaneous Questionnaire

Proposed Occupants

This form allows for the inclusion of up to four proposed occupants and two vehicles. Rows left blank did not include an entry from the applicant.

Name: {OccupantName1_Element} **Age:** {OccupantAge1_Element} **Relationship:** {OccupantRelation1_Element}

Name: {OccupantName2_Element} **Age:** {OccupantAge2_Element} **Relationship:** {OccupantRelation2_Element}

Name: {OccupantName3_Element} **Age:** {OccupantAge3_Element} **Relationship:** {OccupantRelation3_Element}

Name: {OccupantName4_Element} **Age:** {OccupantAge4_Element} **Relationship:** {OccupantRelation4_Element}

Car Make: {OccupantCarMake1_Element} **Year:** {OccupantCarYear1_Element} **Model:** {OccupantCarModel1_Element} **License Tag No.:** {OccupantCarLicense1_Element}
Car Make: {OccupantCarMake2_Element} **Year:** {OccupantCarYear2_Element} **Model:** {OccupantCarModel2_Element} **License Tag No.:** {OccupantCarLicense2_Element}

Nearest Relative and Emergency Contact

Name of Nearest Relative: {NearestRelativeName_Element} **Relationship:** {NearestRelativeRelation_Element}
 {NearestRelativeAddress_Element}
 {NearestRelativeCity_Element}, {NearestRelativeState_Element}
Phone No.: {NearestRelativePhone_Element}

Name of Emergency Contact: {EmergencyContact_Element} **Relationship:** {EmergencyContactRelation_Element}
 {EmergencyContactAddress_Element}
 {EmergencyContactCity_Element}, {EmergencyContactState_Element}
Phone No.: {EmergencyContactPhone_Element}

Bank Accounts

Address Shown on Checking Account:
 {CheckingAccountAddress_Element}
 {CheckingAccountCity_Element}, {CheckingAccountState_Element} {CheckingAccountZip_Element}

Bank or S&L: {Bank_Element} **Phone:** {BankPhone_Element}
Account No.: {BankAccount_Element}
 {BankCity_Element}, {BankState_Element}



Miscellaneous

Pets? {Pets_Element} **Type:** {PetTypes_Element}

Waterbed? {Waterbed_Element}

Eviction, Criminal History and Sex Offender Status

Have You Ever Been Evicted or Left a Landlord Owning Money? {Evicting_Element}

Landlord Name: {EvictingLandlordName_Element}
{EvictingLandlordCity_Element}, {EvictingLandlordState_Element}

Have You Ever Been Convicted of a Criminal Offense? {CriminalOffense_Element}

Type of Offense: {OffenseType1_Element} **County:** {OffenseCounty1_Element} **State:** {OffenseState_Element}
Type of Offense: {OffenseType2_Element} **County:** {OffenseCounty2_Element} **State:** {OffenseState2_Element}
Type of Offense: {OffenseType3_Element} **County:** {OffenseCounty3_Element} **State:** {OffenseState3_Element}

Are You a Registered Sex Offender?: {SexOffender_Element}

Registered in: {SexOffenderCountry_Element} {SexOffender_Element}

Credit Card Payment

The applicant has checked the box certifying that they agree ({IAgreeYes_Element}) they are {EsignatureName_Element} and that their SSN is XXX-XX-XXXX and that they further agree to the authorization and consent that is shown below and that they also agree to the terms stated.

The applicant agreed to the following statements:

"You will be charged a \${price} screening fee that will be paid directly to Alliance 2020, our tenant screening firm. The screening fee is non-refundable and must be satisfied by credit/debit card payment prior to the screening report being initiated. The credit card transaction will be processed by Blue Fin Payment Gateway on behalf of Alliance 2020. By checking the box below and submitting your payment via Blue Fin Payment Gateway and submitting this form you are providing an electronic signature that binds you to the terms stated below."

"I understand I acquire no rights in an apartment or subject property until I sign this agreement and submit a holding fee in the amount stated above. Upon approval of this and the signing of a rental agreement, this fee will be credited against my deposit and/or my first month's rent in consideration for landlord holding said apartment or subject property."

"I hereby waive all rights to the return of said holding fee and said fee shall be retained as liquidated damage in the event I do not choose to enter into the agreement applied for herein; in the event said application for tenancy is not accepted holding fee shall be returned to applicant."

"In accordance with State and Federal laws you are hereby notified that an investigation may be made by Alliance 2020 of the information you provided on this Application, together with information as to your character, general reputation, personal characteristics, and mode of living. You have the right to dispute the accurate disclosure of the nature and scope of the investigation and/or a written summary of your rights under the Fair Credit Reporting Act. Direct all inquiries to Alliance 2020, P.O. Box 4248, Renton, WA 98056."

"I certify that to the best of my knowledge all statements made herein are true and correct. I authorize Alliance 2020 to obtain such credit reports, character reports, verification of rental and employment history as it deems is necessary to verify all information set forth in the above Application, and provide an investigative report to the undersigned landlord. I further understand that false, fraudulent or misleading information disclosed above may be grounds for denial of tenancy or subsequent eviction."



2.4 Current Online Application Screenshot – Credit Card Payment & Electronic Signatures

Credit Card Payment and Electronic Signature

Incomplete or false information may result in denial. **Items in RED are REQUIRED.**

You will be charged a \$36 screening fee that will be paid directly to Alliance 2020, our tenant screening firm. The screening fee is non-refundable and must be satisfied by credit/debit card payment prior to the screening report being initiated. If the credit card payment is refused, Alliance 2020 will attempt to contact you to resolve the issue at the phone number and/or email address you have provided. The electronic signature you provide below will be your authorization to use this credit/debit card.

Credit Card No.*

Full Name*

 As it Appears on the Card

3-Digit Code*

 from the back of the Card

Zip Code*

 for the Credit Card Billing Address

Expiration Date on Card*

-- Month --

-- Year --

Type Your Full Name Here*

By checking this box, you certify that you are

Type Your SSN Here*

whose Social Security Number is

and that you have read and agree to Alliance 2020's authorization and consent which is included below.

I understand I acquire no rights in an apartment or subject property until I sign this agreement and submit a holding fee in the amount stated above. Upon approval of this and the signing of a rental agreement, this fee will be credited against my deposit and/or my first month's rent in consideration for landlord holding said apartment or subject property.

I hereby waive all rights to the return of said holding fee and said fee shall be retained as liquidated damage in the event I do not choose to enter into the agreement applied for herein; in the event said application for tenancy is not accepted holding fee shall be returned to applicant.

In accordance with State and Federal laws you are hereby notified that an investigation may be made by Alliance 2020 of the information you provided on this Application, together with information as to your character, general reputation, personal characteristics, and mode of living. You have the right to dispute the accurate disclosure of the nature and scope of the investigation and/or a written summary of your rights under the Fair Credit Reporting Act. Direct all inquiries to Alliance 2020, P.O. Box 4248, Renton, WA 98056.

I certify that to the best of my knowledge all statements made herein are true and correct. I authorize Alliance 2020 to obtain such credit reports, character reports, verification of rental and employment history as it deems is necessary to verify all information set forth in the above Application, and provide an investigative report to the undersigned landlord. I further understand that false, fraudulent or misleading information disclosed above may be grounds for denial of tenancy or subsequent eviction.

By Clicking this Button, I agree and submit my Rental Application

3.1 Industry Standard Online Application #1

www.rentapplications.net

<p>This competitor offers its clients:</p> <ul style="list-style-type: none">• Free customizable online application• Online Applications that [reportedly] work on any phone, tablet or computer• Electronic signatures using a mouse on computers or a finger	<p>on tablets or mobile phones</p> <p>This online app is appealing because:</p> <ul style="list-style-type: none">• Easy access for clients and prospective tenants• Functionality on multiple devices• Clean and functional design
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♥ Your Company Name Here!

This Is A Sample Application Form

Claim your custom application now for screening tenants with an application like this one.
Applicants apply and pay online. There's no cost to the property manager.
You'll get their application with background and credit checks in your inbox in 3-5 minutes.

Save This Form For Screening Your Tenants

Application Information

Applicant Email Address What is Your Email Address?

If you want to receive this application by email or be able to access it later, enter your email address here.

Property Information The Property Address You Are Applying For:

Example:
1411 Vine Street, Unit #6B
Chicago, IL 60657

Application Form

Rental Property Proposed Rent Amount

Desired Move In Date

Extra Information

Is there anything else we should know?

Authorization

I hereby apply to lease this rental property and I warrant that all statements above set forth are true.

I hereby give my permission to communicate with my current and former landlord(s) or property manager(s) for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy, as well as the other information listed above. I also give my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed above. I understand there are no limitations or restrictions regarding what may be discussed or revealed.

I am aware that a credit history, landlord/tenant court search and criminal background check may be done in conjunction with my application and I hereby authorize Rent Application to request the aforementioned reports. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

TYPING OR SIGNING MY FULL NAME BELOW QUALIFIES AS MY LEGALLY BINDING SIGNATURE AS PER THE UNIFORM ELECTRONIC TRANSACTIONS ACT (UETA).



Prefer to type your signature?

Electronically signing this document and submitting this form constitutes a legally binding signature and consent to the preceding statement.

3.2 Industry Standard Online Application #2

www.leaserunner.com

This competitor offers its clients:	This online app is appealing because:
<ul style="list-style-type: none">• Free online application• Online Applications that [reportedly] work on any phone or computer• Tenant Screening through TransUnion's MySmartMove program	<ul style="list-style-type: none">• Easy access prospective tenants• Functionality on multiple devices• Clean and functional design• Payment Collected within app

West Side – Boulder, CO

RESIDENTIAL UNIT APPLICATION

▼ BASIC APPLICANT INFORMATION

Desired Move-In Date
-- Make Selection --

Applicant Type
 Person Company

Complete Full Legal Name (First, Middle, Last)

Date of Birth
-- Make Selection --

Drivers License State
-- Make Selection --

Drivers License Number

Home Phone

Mobile Phone

Email Always use your own email address. Multiple applicants cannot share the same email address.

Street Address

City State ZIP Code
-- Make Selection --

Have you ever committed a felony? Yes No

Have you ever been evicted? Yes No

SAVE & CONTINUE