

Sample

Notice of Conditional Approval to Rent ("ADVERSE ACTION" NOTICE)

This offer to rent expires at ____ p.m. Wednesday, _____, 2013
if not accepted by applicant.

To: _____ TENANT'S NAME
Applying for Rental Housing Located at: _____ RENTAL PROPERTY ADDRESS

Please take notice that your Application to Rent has been conditionally approved, as follows:

- Lease start date to be _____. Term: 12 months
- Occupancy: 5 people, 1 dog & 1 cat (per applications)
- Rental rate to be \$XXXX per month during the term of the lease
- Security deposit to be \$XXXX (increased for presence of pets and credit risk factors)
- Payments on security deposit will be accepted, as follows:
 - \$XXXX due now with signed lease, no later than _____
 - Thereafter, payments on security deposit in the amount of \$XXX/month will be due on the 1st day of each and every month, beginning _____, until paid on or before _____.

1. We have conditionally approved your application for the following reason(s):

- a. Consumer Credit Report (see below)
 - i. Information contained in a consumer credit report obtained from the consumer credit reporting agency named in paragraph 2 of this notice.
 - ii. A consumer credit report containing insufficient information obtained from the consumer credit reporting agency named in paragraph 2 of this notice.
You have a right to know the information contained in your credit file at the consumer reporting agency. You also have a right to a free copy of your report from the reporting agency if you request it no later than 60 days after you receive this notice. In addition, if you find that any information contained in the report you receive is inaccurate or incomplete, you have the right to dispute the matter with the reporting agency.
- b. Your credit score from the consumer reporting agency named in paragraph 2 of this notice. Your credit score is a number that reflects the information in your credit report. Your credit score can change, depending on how the information in your credit report changes.
Your credit score: _____ Date: _____ Scores range from a low of **300** to a high of **850**.
Key factors that adversely affected your credit score are:
Serious delinquency, and public record or collection filed, length of time since legal item filed or collection item reported, number of accounts delinquent, proportion of balance to high credit on bank revolving or all revolving accounts.
If you have any questions regarding your credit score, you should contact the agency named in paragraph 2 of this notice.
- c. Information received from a person or company other than a consumer reporting agency.

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- d. Guarantor not accepted.
 - e. Co-Applicant not accepted.
2. The consumer reporting agency that provided the report and/or credit score (if applicable) that influenced our decision in whole or in part is listed below. The reporting agency played no part in our decision, and is unable to supply specific reasons why we have conditionally approved your application to rent:

Experian Information (OR OTHER CRA)
701 Experian Parkway, P.O. Box 2002
Allen, TX 75013
Phone: 1-888-397-3742
www.experian.com

Date: _____

By: _____

This offer to rent expires at XX:XX p.m. Wednesday, _____
if not accepted by applicant.

Acceptance of terms by Applicant:

PRINT NAME:	
SIGN NAME:	
PRINT NAME:	
SIGN NAME:	
DATE SIGNED:	

LEASE EXECUTION DATE: _____

PROPERTY MANAGER: _____