

TENANT SCREENING

LEASE INTEGRATION

IMPORTANT DOCUMENT - ADD TO YOUR RENTAL PACKET FOR SCREENING**APPLICANTS!!!**

This first document was in the package of Handouts given to those who attended the class on Background Checks last October at the 2024 MHCO Conference. This document is valuable when screening applicants. I wanted to go over it with you. The document is in direct response to HUD Guidance for Court Record Screening AKA HUD Guidance for Disparate Impact. The HUD Guidance is now part of Fair Housing regulations. Many in the rental industry find it challenging to figure out how to integrate it into their rental policies. This particular document, as well as others I will later share, was created by a leading landlord-tenant attorney in Seattle, WA.

This article is the first of a series providing detailed information on helpful documents for your Rental Packet. You will find a link to the document below. Please click on the link, print the document and use it as a guide to following along as we discover its usefulness described below.

https://www.orcainfo-com.com/uploads/CriteriaforCourtRecordsScreening12_2023.pdf

The title on this document is the following: CRITERIA FOR COURT RECORDS SCREENING

How "CRITERIA FOR COURT RECORD SCREENING" will help a landlord

1. Describes "in general" rental qualifications for criminal record history
2. Complies with HUD Guidelines and related laws on screening for criminal record history
3. Establishes Landlords commitment to Fair housing regulations
4. Gives message the landlord is committed to FAIR AND SAFE HOUSING
5. Creates a paper trail in case of audit

Where to place this document in your Rental Packet:

Orca Information, Inc. recommends this document be placed towards the beginning of your Rental Packet AFTER your Letter of Introduction and copy of your Tenant Selection Policy – meaning, typically it is placed towards the front of the Rental Packet. It becomes an important part of your Tenant Selection Policy.

When your applicant reads the CRITERIA FOR COURT RECORD SCREENING, applicant will know the following:

1. Landlord will be doing a thorough criminal background screening
2. If applicant has criminal records, they may need to pay more money for the additional details on the crimes causing Landlord concern. Typically, the cost for additional information on court records from your tenant screening company is from \$50.00 to \$250.00. THE APPLICANT PAYS THIS FEE. You can print or write in those amounts on document. Cost will depend on the number of criminal records landlord needs to review. There is a line on the form Landlord can fill in with projected cost to applicant
3. Describes what other background information will be searched and assessed during the screening process
4. Inform applicant that when the screening passes the non-criminal requirements and there are no criminal records, their application is accepted immediately

Please click link for full article:

<http://www.orcainfo-com.com/uploads/ArticleCRITERIAFORCOURTRECORDSCREENING012425.pdf>

What People are Saying About Orca

"God be with you Rebekah: Yes, I was qualified for the rental. However, I wanted to get a copy of my background check to get some things straightened out. I do appreciate you...you and the Orca Information staff are a rare in the area of customer service and in the field of investigations. What I have heard and experienced with Orca you are a great company! If ever your organization seeks works to assist in the area of investigations, please let me know."

*P. G., MBA

Orca Screening Services Integrates With the Following Property Management Software:

APPFOLIO *
APPICANTONE
ATS ON DEMAND
BAMBOO HR
BULLHORN
GREENHOUSE
HIREBRIDGE
iCIMS
iCIMS PRIME
JAZZHR
WORKDAY

*Restrictions Apply

How to Get a Free Copy of My Credit Report?

Orcatube - Orca Information

Click on Rebekah!



EEOC Sues Two Employers Under the Pregnant Workers Fairness Act

Federal Agency Alleges Manufacturer and Medical Practice Failed to Accommodate Employee Pregnancies and Disabilities

WASHINGTON –The U.S. Equal Employment Opportunity Commission (EEOC) filed lawsuits against two companies to enforce the Pregnant Workers Fairness Act (PWFA) and the Americans with Disabilities Act (ADA), the federal agency announced today.

“No pregnant worker should have to choose between their health and earning a living to support their family,” said EEOC General Counsel Karla Gilbride. “The PWFA requires that when an employee needs a modification at work because of their pregnancy or a related condition and the employer becomes aware of that need, the two must work together to try to find a solution. When employers apply inflexible policies that drive pregnant workers out of the workplace rather than engaging in this interactive process, the EEOC will step in to defend workers’ rights under this new law.”

The EEOC filed:

- **EEOC v. Polaris Industries, Inc.**, Case 5:24-cv-1305 in U.S. District Court for the Northern District of Alabama. The agency filed against the manufacturing company after Polaris refused to excuse an employee’s absences for pregnancy-related conditions and medical appointments, and required her to work mandatory overtime despite knowing that her physician had restricted her from working over forty hours per week during her pregnancy. Because of her pregnancy-related absences, the company assessed attendance points against her and warned that she would be terminated if she acquired another point. As a result, the employee resigned to avoid termination and protect her pregnancy.

- “Employers should be on notice that since June 27, 2023, it has been illegal under the PWFA to deny reasonable accommodations to employees with known limitations related to their pregnancy, even if the employee is temporarily unable to perform an essential function of her job, provided that she will be able to perform that function in the near future,” said Marsha Rucker, regional attorney for the EEOC’s Birmingham District. “It is also illegal under the PWFA to take adverse action against an employee requesting a reasonable accommodation related to pregnancy, childbirth or related medical conditions of that employee. The EEOC will diligently pursue remedies for individuals whose employers deny them the protections that the PWFA offers.”

- **EEOC v. Urologic Specialists of Oklahoma, Inc.**, Case 4:24-cv-0452 in U.S. District Court for the Northern District of Oklahoma. The agency filed against the specialty medical practice when it did not allow a medical assistant at its Tulsa facility to sit, take breaks, or work part-time as her physician said was needed to protect her health and safety during the final trimester of her high-risk pregnancy. Instead, the practice forced her to take unpaid leave and refused to guarantee she would have breaks to express breastmilk. When she would not return to work without those guaranteed breaks, Urologic Specialists terminated her.

“A pregnant employee does not have to risk her health and safety just to keep her job,” said Andrea G. Baran, regional attorney for the EEOC’s St. Louis District. “Federal law requires employers to reasonably accommodate pregnant employees absent an undue hardship. The EEOC will continue to vigorously protect expectant and new mothers in the workplace.”

Please Click below for full article:

<http://www.orcainfo-com.com/uploads/EEOCSues.pdf>

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