



**Step-by-Step Instructions for Getting a Report!  
ALWAYS USE INTERNET EXPLORER FOR YOUR  
INTERNET BROWSER**

1. GO TO [WWW.LANDLORDSCREENING.COM](http://WWW.LANDLORDSCREENING.COM)
2. CLICK MEMBER LOGIN.
3. INPUT USER NAME AND PASSWORD.
4. CLICK ON NEW REQUEST (TOP RIGHT)
5. INPUT APPLICANT INFORMATION. (SS#, DOB, FULL NAME, COMPLETE ADDRESS)
6. CLICK ADD SERVICE (LEFT SIDE)
7. SELECT CREDIT REPORT.(Do not order Social Search if ordering a credit report, all this does is verifies a SS# as well as addresses.
8. IF YOU HAVE SPOUSE INFO TO ENTER, ENTER THAT AT THIS TIME. (When adding an address for a co-applicant make sure you set the address to both not just to applicant)
9. UNDER THE APPLICANT INFORMATION YOU WILL SEE THE TENANT BUREAU REPORT SECTION, YOU MAY SELECT SUBMIT AT THIS TIME, UNLESS YOU WANT TO ORDER EVICTION AND CRIMINAL.
- 10.TO ORDER EVICTION GO BACK TO ADD SERVICE, SELECT EVICTION
- 11.CHOOSE THE STATE YOU WISH TO SEARCH WITH DROP DOWN ARROW.
- 12.IF YOU HAVE A SPOUSE CLICK EVICTION AGAIN USE DROP DROWN ARROW AND SELECT SPOUSE NAME CHOOSE STATE.
- 13.TO ORDER CRIMINAL SELECT ADD SERVICE CHOOSE STATE WIDE CRIMINAL, SELECT STATE, IF YOU HAVE A SPOUSE SELECT CRIMINAL AGAIN USE DROP DOWN ARROW AND SELECT SPOUSE NAME.
- 14.CLICK SUBMIT.
- 15.REFRESH YOUR SCREEN (TOP RIGHT) WITHIN THE SOFTWARE DO NOT REFRESH WITHIN YOUR INTERNET EXPLORER.
- 16.CLICK ON THE REPORT NUMBER TO VIEW YOUR REPORT.
- 17.CLICK ON THE NAME IF YOU WISH TO GO BACK AND ADD A REPORT AT ANYTIME.

Any problems or questions please call 321-274-0358

or email- [info@landlordscreening.com](mailto:info@landlordscreening.com)