

Provider # 0005095

Course # 9627283

Certified for 1 CEU in IFM or ELE

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# “The Screening Process”



Upon Completion  
Managers Will:

1. Be given a complete historical prospective the screening process
2. Florida Statues regarding transfer fees.
3. Acceptable discrimination.
4. Federal Fair Housing Laws and what they encompass.
5. How to conduct a background check.
6. What to do if the applicant doesn't have a social security number.
7. How to evaluate a proper international background check.
8. Understand the Red Flag Rule.

## Overview

The Screening Process was designed for all Community Association Managers who are responsible for evaluating and processing applications whether for sales, leases or employment screening. Managers will learn the pitfalls of a poorly submitted review as well as the benefits of a properly process application from when the application is submitted to when it is either approved or rejected.

## General Overview

History of credit scores

What is a FICO and how it originated.

Questions to ask former landlords as well as employers.

The consequences are of a shoddy background check

Conduct a vehicle search.

Research public records and where to find the information on the internet.