

FAQ 27: Background Check before a Category 3: Unit Transfer

Did you know that our updated Unit Transfer Policy calls for completion of a **criminal only** background check for residents transferring from one unit to another, in instances where the unit transfer request is a non-emergency? This would include requests for reasons that fall under Category 3 of the Unit Transfer Policy and are non-emergency requests and not due to accommodation or a medical reason.

As a part of this process a new RPL approval will become required. When completing a background check for those household members who are 18 years of age and older and transferring from one unit to another for a reason found under Category 3 of the unit transfer policy, we are asking that before transferring the household from one unit to another, that the Unit Transfer Request and all of the documentation supporting the unit transfer be submitted to the RPL for approval.

Below is a summary of the Category 3 Unit Transfer Request process. Please see the Unit Transfer Policy on the PPG for further details. <https://ppg.ncr.org/guide/Pages/Unit%20Transfers.aspx>

Category 3: Non- Emergency Unit Transfers (for reasons other than accommodation, medical, etc.)

1. Receive the Unit Transfer Request
2. Determine if the household is in good standing (see the Unit Transfer Policy for details.)
 - a. Complete a background check through Yardi.
 - b. Have they resided in their unit for a year, are all charges paid, etc.
3. If the background check is approved, submit the Unit Transfer Request and all supporting documentation to your RPL for approval.
4. Once approval is received, add the resident to the unit transfer Waiting List found in the Unit Transfer Policy on the PPG or complete the Unit Transfer in Yardi.
5. If the background check is denied, the transfer request should be denied per the Unit Transfer Policy.

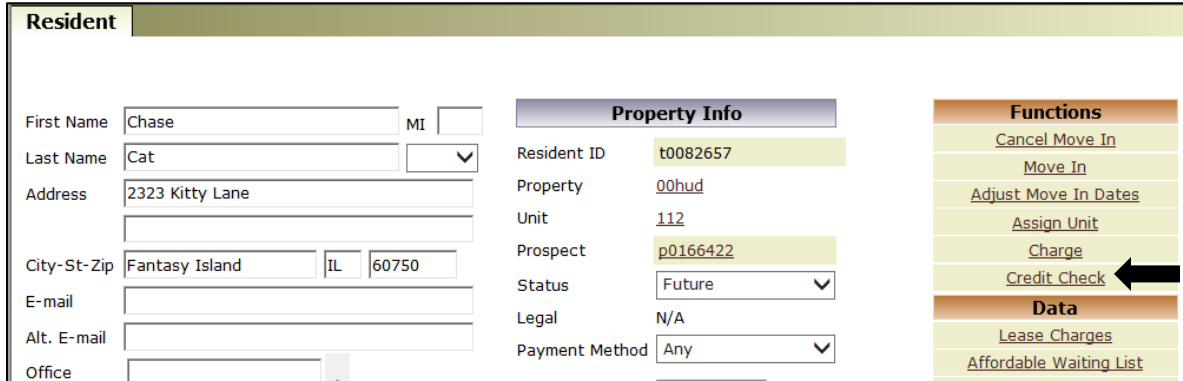
Yardi Background Check Steps for Unit Transfers:

In order to complete a background check on for a current resident household who is transferring from one unit transfer to another, the following steps apply:

Before completing the unit transfer from “**Person Search**”, find the resident who has requested the transfer.

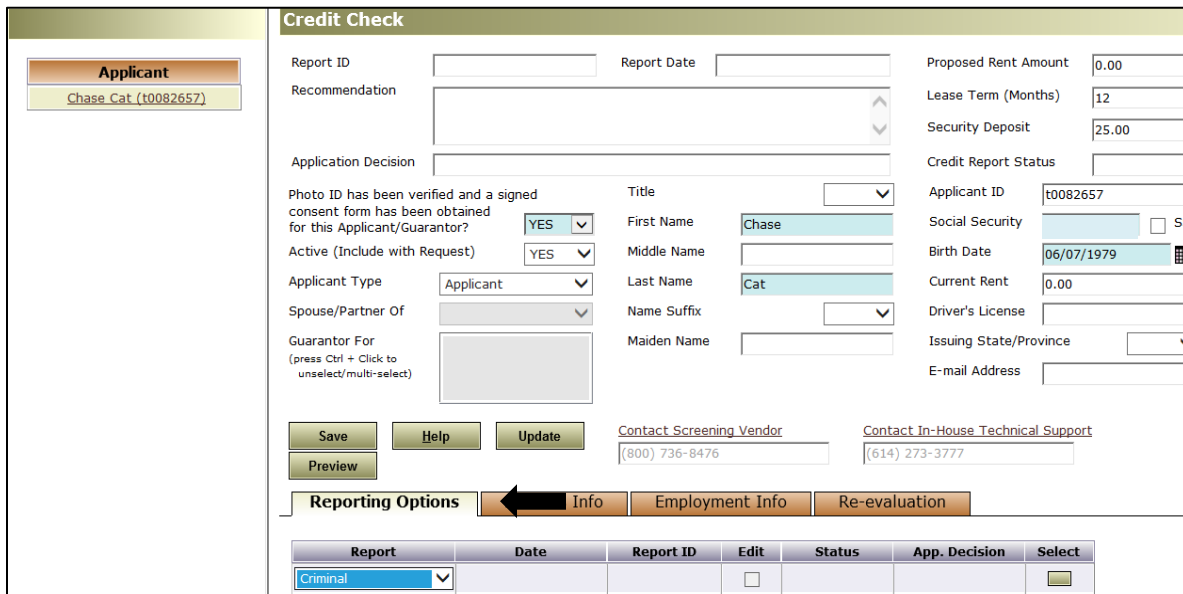
Calendar		Dashboard		Person Search					
<u>Unit</u>		Name	Phone #s	Unit	Status	Rent	Ledger	Move In	Move Out
Name	Chase	Chase_Cat		112	Future	700.00	Ledger	08/24/2015	
Code									
Fed ID									
Phone Number									
Email									
Auto License									
	<input type="button" value="Search"/>								

Yardi will take you to the Resident Record. From the **Resident Record**, go to the **Right Menu** and click **“Credit Check”**.



Yardi will move to the **Credit Check Integration** where the required information for a background check should be completed. See Section 2b in the Yardi Guide for further details. NOTE: This will include ensuring that the **“Photo ID”** has been verified, the **“Address Info”** is complete and that **“Employment Start Date”** is complete.

Once all of the required fields are completed, return to the **“Reporting Options”** tab and select **“Criminal Only”** from the Report menu.



Then click **“Save”** and **“Select”**.

Yardi will move to YRS (Yardi Resident Screening), which will give a criminal background check result.

Application Recommendation		
INDIVIDUAL RECOMMENDATION: C-TEST		
Print	Generate Letters	Refresh

Click **“Print”** to print the Application Recommendation.

Yardi will the open the Resident Screening result. Click **“Print”** print the Resident Screening result.

Print	Go back to Applicant File
Yardi Resident Screening - Owen Bux	

“Close” Yardi Resident Screening and the Yardi Credit Check integration by using the **“X”** in the upper right hand corner of the screen. You will return to the Resident Record. Then click **“Home”** to return to the Yardi Dashboard.

- a. If the resident has an acceptable background, then send the Unit Transfer Approval Request to your RPL for approval. Once the request is approved either add the resident(s) to the Unit Transfer Waiting List or complete the Unit Transfer in Yardi.

Application Recommendation		
INDIVIDUAL RECOMMENDATION: C-TEST		

- b. If the resident is denied or rejected due to criminal background, deny the unit transfer request per the guidance in the Unit Transfer Policy. (NOTE: Unit Transfer Denial Letter is available in the Unit Transfer Policy.)

Application Recommendation		
GROUP RECOMMENDATION: REJECT APP		

Warning: It is important to note that Yardi will not prevent a Unit Transfer when the resident is denied due to criminal background check. This is a manual process. If you receive a “rejected applicant” report and are unsure of the results, contact Yardi Resident Screening (1-800-736-8476) and your RPL to help navigate the issue.