


APPLICANT DISPUTE FORM

We prepared a tenant screening report about you at the request of a property where you recently submitted a rental application. If you believe that any of the **CREDIT, RENTAL HISTORY, CRIMINAL** or **CIVIL COURT** information reported about you was inaccurate or incomplete **at the time you were screened**, please use this form to start a dispute.

INSTRUCTIONS

 **Save, then complete and submit this form, your identification, and any supporting documents to RentGrow.**
IMPORTANT! Update your Adobe® Reader software. To submit this form securely through email, you must be using the latest Adobe® Reader software available at <https://get.adobe.com/reader/> or **your information may not be received.**

You may only complete this dispute form on behalf of yourself (or as otherwise required by law). Complete the DISPUTE SECTION(S) that apply to you.

1. Credit and Rental History Disputes, complete [Section 1](#).
2. Criminal Records Disputes, complete [Section 2](#).
3. Civil Court Records Disputes, complete [Section 3](#).

PLEASE INCLUDE A LEGIBLE COPY OF YOUR CURRENT, VALID GOVERNMENT-ISSUED IDENTIFICATION (such as a state ID card or driver's license) and any documents that you would like to provide that support your dispute.

Please DO NOT mail any originals.

PERSONAL INFORMATION

Please complete this section using your full legal name. The **more information** that you provide, the faster we can process your dispute.

First Name:

Middle Name: No Middle name

Last Name:

Suffix (SR, JR, III):

Current Mailing Address:

Apt/Unit:

City:

State:

Zip:

Email:

*To get you the results of your dispute investigation as fast as possible, if you provided an email address RentGrow will email the results to you whenever possible. By providing your email address you consent to receiving your results, any required disclosures, and your report by email. If you prefer to receive your results by **regular mail**, please check here:*

Telephone Number: Ext:

Social Sec. No. (Last 4):

Date of Birth:

APPLICATION INFORMATION

Please enter the **name of the property** and the **date** you applied for an apartment.

Property Applied to:

Date Applied:

SECTION 1: CREDIT OR RENTAL HISTORY

*IDENTITY THEFT

If your dispute is based on Identity Theft, you must also submit a copy of an **Identity Theft Report** (such as a police report; FTC report; or other report with an investigative agency).

The report must specifically identify the information on your screening report that you are disputing (such as specific credit items; specific criminal records; specific civil records; specific rental history records; etc.)

Please note, we cannot process an identity theft dispute without all of this information.

DISPUTES SECTIONS

1st Disputed Credit or Rental History Item:

Reason:

- Account paid in full prior to the date of my screening report
- Not me
- Identity theft I have included all the required identity theft documentation (see sidebar)*
- Other (please explain in detail):

2nd Disputed Credit or Rental History Item:

Reason:

- Account paid in full prior to the date of my screening report
- Not me
- Identity theft I have included all the required identity theft documentation (see sidebar)*
- Other (please explain in detail):

3rd Disputed Credit or Rental History Item:

Reason:

- Account paid in full prior to the date of my screening report
- Not me
- Identity theft I have included all the required identity theft documentation (see sidebar)*
- Other (please explain in detail):

4th Disputed Credit or Rental History Item:

Reason:

- Account paid in full prior to the date of my screening report
- Not me
- Identity theft I have included all the required identity theft documentation (see sidebar)*
- Other (please explain in detail):

SECTION 2: CRIMINAL RECORDS

*IDENTITY THEFT

If your dispute is based on Identity Theft, you must also submit a copy of an **Identity Theft Report** (such as a police report; FTC report; or other report with an investigative agency).

The report must specifically identify the information on your screening report that you are disputing (such as specific credit items; specific criminal records; specific civil records; specific rental history records; etc.)

Please note, we cannot process an identity theft dispute without all of this information.

1st Disputed Criminal Record — Offense or Case No.:

Reason:

- This record does belong to me, but the charges were: Dismissed Expunged Sealed
- Felony was reduced to a misdemeanor
- Felony was reduced to a misdemeanor AND the offense was changed to:

Offense:

- This record does not belong to me
- Identity Theft I have included all the required identity theft documentation (see sidebar)*
- Disputes the accuracy and completeness of the record
- Duplicate Record
- Other (please explain in detail):

2nd Disputed Criminal Record — Offense or Case No.:

Reason:

- This record does belong to me, but the charges were: Dismissed Expunged Sealed
- Felony was reduced to a misdemeanor
- Felony was reduced to a misdemeanor AND the offense was changed to:

Offense:

- This record does not belong to me
- Identity Theft I have included all the required identity theft documentation (see sidebar)*
- Disputes the accuracy and completeness of the record
- Duplicate Record
- Other (please explain in detail):

3rd Disputed Criminal Record — Offense or Case No.:

Reason:

- This record does belong to me, but the charges were: Dismissed Expunged Sealed
- Felony was reduced to a misdemeanor
- Felony was reduced to a misdemeanor AND the offense was changed to:

Offense:

- This record does not belong to me
- Identity Theft I have included all the required identity theft documentation (see sidebar)*
- Disputes the accuracy and completeness of the record
- Duplicate Record
- Other (please explain in detail):

**SECTION 3:
CIVIL COURT RECORDS**

***IDENTITY THEFT**

If your dispute is based on Identity Theft, you must also submit a copy of an **Identity Theft Report** (such as a police report; FTC report; or other report with an investigative agency).

The report must specifically identify the information on your screening report that you are disputing (such as specific credit items; specific criminal records; specific civil records; specific rental history records; etc.)

Please note, we cannot process an identity theft dispute without all of this information.

1st Disputed Civil Court Record — Case No.:

Reason:

- Not in connection with a residential lease
- This case was dismissed
- The judgment was paid, satisfied, or included in a bankruptcy
- This record does not belong to me
- Identity Theft I have included all the required identity theft documentation (see sidebar)*
- Other (please explain in detail):

2nd Disputed Civil Court Record — Case No.:

Reason:

- Not in connection with a residential lease
- This case was dismissed
- The judgment was paid, satisfied, or included in a bankruptcy
- This record does not belong to me
- Identity Theft I have included all the required identity theft documentation (see sidebar)*
- Other (please explain in detail):

3rd Disputed Civil Court Record — Case No.:

Reason:

- Not in connection with a residential lease
- This case was dismissed
- The judgment was paid, satisfied, or included in a bankruptcy
- This record does not belong to me
- Identity Theft I have included all the required identity theft documentation (see sidebar)*
- Other (please explain in detail):

SECTION 3: (CONT.) CIVIL COURT RECORDS

*IDENTITY THEFT

If your dispute is based on Identity Theft, you must also submit a copy of an **Identity Theft Report** (such as a police report; FTC report; or other report with an investigative agency).

The report must specifically identify the information on your screening report that you are disputing (such as specific credit items; specific criminal records; specific civil records; specific rental history records; etc.)

Please note, we cannot process an identity theft dispute without all of this information.

If you are a survivor of human trafficking, documentation may be sent to us through our website www.rentgrow.com, by email: information@rentgrow.com, by fax: (781) 583-5112, or by mail to: PO Box 1675, Hicksville, NY 11802-1675 or PO Box 1676, Hicksville, NY 11802-1676.

4th Disputed Civil Court Record — Case No.:

Reason:

- Not in connection with a residential lease
- This case was dismissed.
- The judgment was paid, satisfied, or included in a bankruptcy
- This record does not belong to me
- Identity Theft I have included all the required identity theft documentation (see sidebar)*
- Other (please explain in detail):

YOUR WRITTEN ACKNOWLEDGMENT (REQUIRED)

By submitting this form, I acknowledge and confirm that this is my written request to initiate a dispute, that I am initiating this dispute on my own behalf, and that the information I have provided is true and correct to the best of my knowledge. Additionally, I confirm that if I am disputing information because of identity theft, the information I am disputing does not belong to me.

Submit this request, **along with a legible copy of your current, valid government-issued identification (such as a state ID card or driver's license)** and any documents that support your dispute by one of the following methods. Please DO NOT mail any originals:

Email:
information@rentgrow.com

Mail:
RentGrow Consumer Relations
PO Box 1675
Hicksville, NY 11802-1675

Fax:
(781) 583-5112

Full Name:

Social Security No. (last 4):

Date

FOR OFFICE USE ONLY

VERBAL ACKNOWLEDGMENT

"Do you acknowledge and confirm that you are submitting this dispute on your own behalf by telephone, that the information you provided to me today is true and correct to the best of your knowledge, and that any information that you are disputing based on a claim of identity theft does not relate to you or any transactions that you initiated?" Yes No

CR-INIT

Date

Time