

RECOMMENDED PROCEDURES AND GOOD POLICY FOR NON-RESIDENT OWNERS WHO RENT THEIR UNITS TO OTHERS:

In order to promote harmonious and safe living conditions at Christianna, Owners who rent to others are advised to screen prospective tenants with the following procedures. Owners must inform their property managers to comply with this rule but the Owner is ultimately responsible for the tenants' behavior..

- a) Be aware of the Federal Fair Housing laws.
- b) Be sure you are using a current legal lease agreement.
- c) **Do background checks on all applicants.** Local background checks can be obtained from the Mesa County Sheriff's Department or the Grand Junction Police Department. For national background checks, any one of the following three services can be hired to do the background checks:
 - 1) www.residentdata.com
 - 2) www.accudatainc.net
 - 3) www.investigativescreening.com
- d) Be sure to carefully check photo identification and retain a photocopy on file.
- e) Contact previous landlords.
- f) Have a standard list of questions for all applicants.
- g) Stick to your stated policies for accepting or refusing applicants.
- h) Document everything.

The Police Department recommends attaching a "Crime Free Lease Addendum" which is available in the LEVHA office or at the GJPD Community Advocacy Program office at Mesa Mall. This addendum clearly states expectations for legal use of the rental.

Questions can be directed to 970-244-3786 at the Police Department's Community Advocacy Program or to www.coryt@gjcity.org.