

## **Checkpoint ID Policies**

### **Acceptable Government Issued ID's:**

- Driver's licenses- U.S., Mexico, and Canada
- Passports and Green Cards- U.S. and all International

### **Military ID's:**

- We do not accept military ID's. Thank the person attempting to use this ID for their service, and kindly ask for a different form of ID.

### **Temporary ID's:**

- Temporary ID's or paper ID's may not have a barcode and, if so, they cannot be verified. IF a temporary ID has a 2<sup>nd</sup> barcode, it will be able to be scanned and verified.

### **Expiration Dates:**

- Expired ID's are not considered valid and you will be notified of an expired ID after the screening is complete. However, we will allow a leasing person to take someone on a tour if their ID expired within 60 days of the current date.

### **Personal Identifiable Information:**

- Checkpoint ID does not store personal identifiable information.

### **Walk-in's/Tours:**

- We require every person over the age of 18 to have their government issued ID scanned and verified before taking them on tour.
  - o If a person over 18 doesn't have a government issued ID with them or they have not been able to be verified through Checkpoint ID, they are not permitted to go on the tour.
- Once approved, keep the government issued ID on the leasing person's desk while on a tour.

### **Vendors:**

- We require every vendor who requests keys to apartments to have their government issued ID scanned and verified prior to issuing keys or accessing the apartment.
- It will be at the manager's discretion to require keeping the approved government issued ID at the office while the vendor is onsite.

### **Residents:**

- We require every resident who requests a key to an apartment to have their government issued ID scanned and verified.
  - o This will likely be for lost keys or keycards
  - o Resident's guests with authorized access from the resident will also need to have their ID verified. This will likely be for pet sitting.

### **Move-in's:**

- We require every new resident over the age of 18 to have their government issued ID scanned and verified before handing over a set of keys.
  - o Roommates cannot pickup keys for another roommate. Every ID must be scanned and verified.
  - o DO NOT put keys in a unit

### **How to Manually Send a Checkpoint ID Link to an Applicant:**

- Login to my.checkpointid.com
- Click the blue Online ID Verification on the top, left hand side of the screen.
- Click the blue + Add Applicant box located on the right hand side of the screen.
- Fill out the applicant's information and click Send.

### **New Move In and Roommate Addition Screening:**

#### **Online Application:**

- When an applicant submits an application online and pays their fees online, they will receive a link to start the Checkpoint ID verifying process.
  - o The applicant will receive this link in their receipt confirmation email
- Before processing an application, the leasing person must confirm the applicant's government issued ID has been verified through Checkpoint ID. \*DO NOT screen an applicant before their government issued ID has been verified".
  - o The leasing person may have to manually send the Checkpoint ID link if the applicant missed the email, can't find the email, or the link doesn't work.
  - o The applicant may bring their government issued ID into the leasing office to have it verified in person.
  - o If an applicant's ID cannot be verified, the leasing person will not screen the applicant and they will need to decline the application and deposit accounting will need to be processed.

#### **Paper Application:**

- When an applicant submits a paper application and pays their fees, the leasing person will need to either:
  - o manually send the applicant the Checkpoint ID link
  - o OR the leasing person can verify their government issued ID through Checkpoint ID when the application and fees are turned in in person.
- Before processing an application, the leasing person must confirm the applicant's government issued ID has been verified through Checkpoint ID. \*DO NOT screen an applicant before their government issued ID has been verified".
  - o If an applicant's ID cannot be verified, the leasing person will not screen the applicant and they will need to decline the application and deposit accounting will need to be processed.