

Corporate Application Policy

The following guidelines should be followed for all corporate applications:

- Enter the company's name as the original applicant on the guest card (the company should be the sole lessee on the lease; the corporate officer, or someone who is authorized to sign off for the company, must sign the lease).
- The corporate applicant must fill out the corporate application (this can be found on the NTS Intranet) and pay the application fee. The corporate application must be signed and dated by an officer of the company.
 - If the company has completed an application within the last 6 months and has a current unit(s) in good standing, the company is required to fill out a new application, however their credit will not be ran. A new D&B checklist must be submitted for approval. Whitney Love will include the original application, the new application, the new D&B checklist, and original screening results when the documents are returned to you.
 - If the company has a current unit(s), but has not filled out an application within the last 6 months, a new application must be collected and submitted with the D&B checklist. A new application fee must be paid.
- Once you have received the completed corporate application, fax or email the document to Whitney Love along with the completed D&B checklist (also on the NTS Intranet).
- The D&B report will be pulled and reviewed at the corporate office. You will receive an email containing the application results from Whitney Love. The D&B checklist, corporate application, and screening results will be returned to you via inter-office mail.
- If the application results were approved, you may then add the prospective occupant(s) as an applicant (the occupant(s) do not sign the lease and should not be listed on the lease).
- Run a criminal search in Yardi Voyager/CRM on each individual who will occupy the unit (each person to occupy the unit must fill out an application, **please run CRIMINAL SEARCH only**). An application fee for each occupant must be paid. **
- Scan and upload returned documents (corporate application, D&B checklist, and screening results) to resident screen in Voyager/CRM and use the attachment type "Corporate Application".

**If a corporate housing company performs background checks on their occupants, then our background check can be omitted. The company will need to provide a letter stating their occupant met their screening requirements.