



## RENTAL PROPERTY MANAGEMENT

# Automated Adverse Action Letter

A comprehensive solution for automatic transmittal of adverse action letters

Rental property owners and managers are required by federal law under the Fair Credit Reporting Act (FCRA) and by some state laws\* to provide timely Adverse Action notifications. These notifications communicate to an individual whether they have been denied or conditionally accepted for residence based on the contents of a consumer report (formally known as “adverse action”).

Providing these notifications manually can be cumbersome and time-consuming, potentially delaying the distribution of a letter and affecting compliance mandates. In addition, it is difficult to prove the letter has been delivered to the applicant when using a manual process.

### For property managers, Automated Adverse Action Letter offers:

- ▶ Automated letter transmittals: Allows letters to be sent by email, or by mail in case of email failure or where a consumer does not consent or does not have email
- ▶ Secure virtual room for applicants: Provides safe viewing and printing of letters
- ▶ Management/Status screen: Delivers a popup screen to view letter status
- ▶ Managed Portfolio Settings changes: Enables the product, selection of properties and when and what type of letter to send
- ▶ Comprehensive Reporting: Insight Center report which shows letter status for each property and applicant

### Additional Benefits

- ▶ Ensures the letter is always sent when it is needed
- ▶ Allows management company to control the message and ensure the “authorized” letter is being sent

### Why CoreLogic® Rental Property Solutions

At CoreLogic, we understand that improving operational efficiencies with a comprehensive, automated adverse action letter process can result in improved compliance and increased efficiencies—a win for property management companies. And, providing timely and secure adverse action notification to applicants can be a win for renters.

Our Automated Adverse Action Letter is key for those property owners who want to simplify the process of meeting federal requirements for notifying prospective renters on adverse decisions regarding their applications.

Assists with compliance for adverse action notification letters

Automatically transmit an Adverse Action letter to all applicants with a decline or accept with conditions decision.

\*This product does not address state law requirements.

Quick set up

### Automated Letters

Automated Adverse Action Letter

**Available**

- 94150 - Demo Portfolio

**Selected**

- 94151 - Demo Property 1
- 94153 - Demo Property 3
- 94154 - Demo Property 4

In selecting your delivery date, you should consider: (i) the jurisdiction in which the property is located, (ii) whether you order any delayed searches or services (to allow sufficient time for those to be delivered to you), (iii) whether you are using Agent Decision; and (iv) the amount of time your internal processes require to review the application and any reports.

**When to Send Letter**  
3rd day

In selecting your letter type, choose "Bureau Risk Score" if through CoreLogic you purchase a credit score generated by a nationwide credit bureau (Experian, Equifax or TransUnion) and use it in your decision making process for screening.

**Adverse Action Letter Type**  
Standard

Management screen to quickly view letter status

### Applicant 1

LETTER STATUS      DELIVERY ADDRESS      DATE/TIME STAMP

Document Reviewed	*****@gmail.com	03/19/2017 12:53PM PST
e-Consent Accepted	*****@gmail.com	03/19/2017 12:51PM PST
Applicant logged in	*****@gmail.com	03/19/2017 12:51PM PST
Email Sent	*****@gmail.com	03/16/2017 6:12PM PST
Scheduled	*****@gmail.com	03/16/2017

[View Letter](#)   [Print Letter](#)   [Cancel](#)

FOR MORE INFORMATION, PLEASE CALL 855-241-9841.

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