

{Landlord Name}
{Landlord Address}
City, State Zip
Phone:

**ADVERSE
ACTION
NOTICE**

CONFIDENTIAL TO BE OPENED BY ADDRESSEE ONLY

{Applicants Name}
{Applicants Address}
City, State Zip

Month Day, Year

Dear {Applicants Name},

Thank you for your recent rental application. After a review of the provided information, we find that we are unable to accept your rental application at this time.

This decision was based in whole or in part on the information provided us in a Consumer Report or Investigative Consumer Report prepared for us by a consumer-reporting agency. Their mailing address and phone number are listed below:

Address of your tenant screening company

Screening company plays no part in the decision to take any action on your rental application and is unable to provide you with specific reason(s) for not accepting your application.

You have the right to a free copy of the report within 60 days of receipt of this notice and to dispute the completeness or accuracy of any information in the consumer report issued by the agency with **screening company**.

Sincerely,
{Landlord Name}

{Landlord Name}
{Landlord Address}
City, State Zip
Phone: