DIOCESE OF MADISON

702 South High Point Road, Suite 225
Madison, WI 53719

Human Resources
608-821-3047
hr@madisondiocese.org

Process for Background check for Rentals

Rental Application should already have:

- Listing of all adult tenants (18 + years) to include the following information for each adult tenant:
    - Full Legal Name
    - Social Security Number
    - Date of Birth
    - Address
    - Email
    - Phone Number
- If there are minor children who will be living with the adult tenants, the following information is required for each minor child:
    - Full Legal Name
    - Date of Birth
- Waiver for background check, giving permission/authorizing the background check. This waiver must be signed by all adult tenants.

Process after Rental Application is received:

- After the Rental Application is completed, the Rental Application will be returned to the Office of Human Resources to enter the background check.
- Background check will be entered only in Selection.com and will include
    - Credit
    - Search America
    - SSN Trace Report
- If something alerts on the Search America portion of the background check, additional checks may be run after the initial background check, and include
    - Criminal County
    - Criminal State
- The location (Church/Pastorate) will be entered into the "Control Code" when entering the background check information on Selection.com. This will bill the background check to the location.
- After the background check is processed, the Office of Human Resources will send the Summary Report from Selection.com to the location. The Summary Report will be hard filed in the tenants file by the location.