**FAIR SCREENING ACTION PLAN**

This action plan lists the issues you found with your screening report, and some tips on addressing those issues. If you have any questions about this action plan or Fair Screening, email [fairscreeningreports@gmail.com](mailto:fairscreeningreports@gmail.com).

**What are the issues in my report?**

{%p if report\_errors == True %}

**Mistakes** in your report:

{%p for index in range (0, mistakes\_records.target\_number) %}

\* {{ mistakes\_records[index].nameofmistake }}

{%p endfor %}

{%p endif %}

{%p if too\_old\_records == True %}

**Outdated records** in your report:

{%p for index in range (0, outdated\_records.target\_number) %}

\* {{ outdated\_records[index].nameofoutdated }}, {{ outdated\_records[index].dateofoutdated }}

{%p endfor %}

{%p endif %}

{%p if report\_accurate\_sealed == True %}

**Already sealed records** in your report:

{%p for index in range (0, sealed\_records.target\_number) %}

\* {{ sealed\_records[index].nameofsealed }}, {{ sealed\_records[index].dateofsealed }}

{%p endfor %}

{%p endif %}

{%p if eviction\_to\_seal == True %}

**Evictions to seal** in your report:

{%p for index in range (0, eviction\_records.target\_number) %}

\* {{ eviction\_records[index].nameofeviction }}, {{ eviction\_records[index].dateofeviction }}

{%p endfor %}

{%p endif %}

{%p if records\_to\_expunge == True %}

**Criminal charges or convictions to expunge** in your report:

{%p for index in range (0, criminal\_records\_expunge.target\_number) %}

\* {{ criminal\_records\_expunge[index].name\_of\_record }}, {{ criminal\_records\_expunge[index].date\_of\_record }}

{%p endfor %}

{%p endif %}

{%p if criminal\_records\_to\_seal == True %}

**Criminal convictions to seal** in your report:

{%p for index in range (0, criminal\_records\_seal.target\_number) %}

\* {{ criminal\_records\_seal[index].nameofcharge }}, {{ criminal\_records\_seal[index].dateofcharge }}

{%p endfor %}

{%p endif %}

**What can I do about these issues?**

{%p if report\_errors == True or too\_old\_records == True or report\_accurate\_sealed == True %}

* For **mistakes**, **outdated** **records**, and **records** **already** **sealed**, call the screening company to discuss each issue. When you talk to the screening company, use these notes of the problems you found to guide the conversation. The screening company may ask you to send them more paperwork about any issues.

{%p endif %}

{%p if records\_to\_expunge or criminal\_records\_to\_seal == True %}

* For **criminal records to expunge or seal**, ask the court to expunge or seal your record(s). The simplest way to do this is through the [Illinois Legal Aid Online Criminal Record Expungement/Sealing Program](https://www.illinoislegalaid.org/legal-information/criminal-record-expungement-or-sealing).
* Once the court has **expunged** or **sealed** your record(s), contact the screening company to tell them. The screening company may ask you to send them more paperwork about the records.

{%p endif %}

{%p if eviction\_to\_seal == True %}

* For **evictions to seal**, ask the court to seal your eviction record. The simplest way to do this is through the [Illinois Legal Aid Online Motion Program](https://www.illinoislegalaid.org/legal-information/motion).
* Once the court has **sealed** your eviction(s), contact the screening company to tell them. The screening company may ask you to send them more paperwork about the records.

{%p endif %}

* **For all issues**, when the screening company has the paperwork they need, contact the screening company again. Ask them to update their records. Also ask them how long it will take for your report to be updated.
* When the report has been updated, use Fair Screening to [request another copy of your report](http://test.fairscreening.com). This way, you can make sure that your report has been updated correctly.

**Contact Information for Tenant Screening Companies**

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**Experian RentBureau**

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**First Advantage Consumer Center**

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**LeasingDesk Screening Consumer Relations**

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**Screening Reports, Inc.**

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**Tenant Data Services**

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**TransUnion Rental Screening Solutions**

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Escalations Department

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