



Sandstone Housing

6200 Seagull NE, Suite B

Albuquerque, NM 87109

Phone: 505-821-0193

Property Manager Background Screening Procedure

- Property managers scan and email the screening request along with the three signed forms. (1. Request for Personal Consumer Report and Background Check, 2. Applicant Release Authorization Form, 3. Applicant Discloser Form)
- Human Resource Manager will run the checks in ADP Screening and Selection Services.
- When the background screenings come back from ADP they will be forwarded to the Compliance Manager for review.
- The Compliance Manager will determine acceptance or denial and email those results to the Property Manager and to the Human Resources Manager.
- No background screening results will be forwarded to the properties.