# Instructions for Obtaining NTN Reports
## (For Rentals)

**Step 1:** Have client(s) fill out the application, you can use the following <u>template</u> to send to your client(s):

**Subject:** *Action Required: Complete Your NTN Application*

*"Hi [Client's Name],*

*Please follow the link below to complete your NTN Application:* **NTN Application Link**

1. ***Fill in your information*** *completely.*
2. ***Pay for the report*** *($30 per person) using your credit/debit card.*
3. ***Ensure your name is spelled correctly.***

***Important:*** *NTN is a third-party vendor, and it can take between 1 to 24 hours to retrieve the report.*

*If you have any questions or issues with the application, please let me know!"*

**Step 2:** Confirm Application Completion

Ensure you have received notification from the tenant that all applicant and co-applicant applications have been completed. **This notification must be received before you send the request.**

**Step 3:** Submit the Request **DIRECTLY** to NTN

Email the completed request form to: **orders@ntnnj.com**

**CLICK HERE FOR FORM**

**Important Notes**

- **Password to access the report**: _KW653agents!