Tenant Screening Checklist

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1. Pre-Screening

☐ Written rental criteria (income, credit score, pets, smoking, occupancy).

☐ Listing clearly states requirements and rules.

☐ Pre-screen questions prepared (employment, rental history, move-in date).

2. Application

☐ Standard rental application completed.

☐ Copy of government-issued ID.

☐ Employment and income details provided.

☐ Previous landlord contact information.

☐ Signed consent for background and credit checks.

3. Income Verification

☐ Income at least 2.5–3x monthly rent.

☐ Employer verified by phone/email.

☐ Pay stubs cross-checked with bank deposits.

4. Credit Check

☐ Credit report obtained with consent.

☐ Review score, payment history, debt load.

☐ Check for eviction or collection records.

5. Background Check

- ☐ Criminal record search (where legally allowed).
- ☐ Eviction history search.
- ☐ Identity confirmed with documents.

6. Rental History Verification

- ☐ Contact previous landlords (not just current).
- ☐ Ask about payment timeliness, property care, lease violations.
- ☐ Confirm tenancy dates and rent amount.

7. Reference Check

- ☐ Contact personal/professional references.
- ☐ Confirm reliability, stability, and character.

8. Final Decision

- ☐ Applicant meets all written criteria.
- ☐ Multiple applicants compared consistently.
- ☐ Decision documented for compliance.

9. Approval / Denial

- ☐ Approval: lease agreement and move-in instructions sent.
- ☐ Denial: written notice provided if required by law.