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# TENANT SCREENING CHECKLIST

Use this checklist to guide you through the tenant screening process. Please refer to local landlord-tenant laws for screening restrictions and essential considerations.

## 1. Set Your Tenant Screening Criteria

- Income requirement: Gross monthly income must be at least 3x the rent
- Credit score: Minimum credit score of 650
- Rental history: No evictions in the past 5 years
- Employment: Proof of stable employment (at least 6 months at the current job or 2 years for self-employed)
- Behavioral standards: Positive landlord references
- Pet policy: Pets allowed with a \$300 deposit and additional monthly fee

## 2. Pre-Screening Interested Renters

- Set up a pre-screening phone call or send an online questionnaire to inquire about the following:
- Why are you moving?
- What is your ideal move-in date?
- Do you consent to a credit and background check?

## 3. Schedule Property Showings

- Schedule a property showing (in-person or virtual)
- Proceed with the application process if the showing goes well

## 4. Require a Rental Application

- Personal information (name, contact details, SSN, etc.)
- Employment history (position, salary, duration)
- Rental history (at least 5 years, including landlord contact details)

## **5. Request Locally-Allowed Screening Reports**

- Credit report: Provides their credit score, payment history, debt-to-income ratio, credit inquiries, and outstanding debts.
- Criminal background check (if allowed by local law): Shares felony and misdemeanor convictions, pending charges, sex offender registry status, and arrests without convictions (as permitted by law).
- Eviction report: Includes past eviction filings, court judgments, and settled or dismissed cases.

## **6. Verify Employment & Income**

- Contact the tenant's employer to verify employment dates and position. Request pay stubs, W-2s, or bank statements to confirm income matches application details.

## **7. Approve or Deny Application**

- Approval: Notify the applicant in writing or via email of the following steps, including lease signing, security deposit collection, and first rent payment, as well as the move-in date.
- Denial: Send a rejection notice that explains the information you considered in your decision and how they can dispute errors in credit or screening reports.

## **8. Document Your Decisions**

- Keep records of the rental application, screening reports, and reasons for approval or denial for future reference.