

TENANT SCREENING CHECKLIST



We've put together a checklist to guide you through the tenant screening process, in order to help you choose the right tenants.

1 STATE YOUR REQUIREMENTS

In your rental listing, it would be helpful to **include a short description** that sets up any expectations for prospective tenants. For instance, "*all applicants are required to have renters insurance.*" or "*all applicants are required to submit a rental application and authorize a credit and background check.*"

2 CARRY OUT A BRIEF PHONE SCREENING

We recommend always **setting aside time for a quick phone call** to ask any important questions and find out a bit more about the prospective tenant. It would be useful to ask questions such as "*what prompted your move?*", "*when is your ideal moving date?*" and "*do you have pets?*"

3 MEET THE TENANT AT THE VIEWING

This would be your first opportunity to meet the tenant in person, so be sure to note anything that you deem as a red flag, such as being rude or impolite, late or disinterested.

4 SEND THE RENTAL APPLICATION

Try and collect as much information as you can through the rental application. Some of the **most important** things you should ask and pay attention to are: employment details and salary, residence history, eviction history, financial background and personal preferences such as smoking or owning pets.

5 OBTAIN REFERENCES

Verifying a prospective tenant's background via their employer and previous landlords is very important, as you need to ensure that they can afford the rent that you're proposing.

6 REVIEW CREDIT REPORT/BACKGROUND CHECK

Thoroughly reviewing a prospective tenant's suitability to rent is very important. The credit report allows you assess their financial history and habits, whilst a background check will highlight any criminal activity.

7 ACCEPT OR DENY

Remember to accept your first choice of tenant(s) before rejecting any other prospects, in case your first choice falls through.

