

TS4L Applicant Screening Checklist

Applicant Name: _____
Unit: _____ **Rent Amount:** _____ **Move-in Date:** _____

	APPLICATIONS	DATE COMPLETED, NOTES, COMMENTS
(√)	Date application received _____	
	Application filled out in full?	
	Application signed?	
	Applicant's photo taken for file?	
	Screening fee paid?	
	Receipt for screening fee given to applicant	
DOCUMENTS		
	Clear Copy of Driver's license	
	Check Stubs Submitted	
	Viewed/Verified Social Security Card	
	Other: _____	
BACKGROUND CHECKS		
	Obtained TS4L credit check	
	Obtained TS4L eviction report	
	Obtained TS4L criminal report	
	Obtained TS4L's 5-Star Tenant Screening	
VERIFYING THE APPLICATION		
EMPLOYMENT VERIFICATION		
	Person Contacted/Title:	
	Telephone #:	
	Salary:	
	Length of Employment:	
RENTAL HISTORY VERIFICATION		
	Person Contacted/Title:	
	Paid Rent on Time?	
	Length of Residency:	
	Late Pays?	
	NSFs?	
	Amount of Rent Paid:	
	Rent to again?	
	Problems/Comments	
SPOKE WITH REFERENCES		
CHECKED BANKING INFORMATION		
OTHER		
	Tenant has Renter's Insurance?	
	Pet(s): Type, Age, Breed, Color/Markings, Weight	
	Veterinary documents required?	
	Additional Deposit: \$ _____	
RESULTS		
	Approved	Move-in Date: _____
	Approved with Conditions	Additional Deposit: \$ _____
	Denied	Rejection Letter Sent: _____



RENTAL HISTORY VERIFICATION

I (We), _____, hereby grant you permission to disclose my rental history to _____, in order that they may determine my eligibility for rental of a home.

Tenant's Signature Date

Tenant's Signature Date

Name of Community: _____

Contact: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Length of Residency? _____ Move-in: _____ Move-out: _____

Monthly Rental Amount: _____ # of Late Payments: _____

of Returned Checks/NSF Checks: _____ # of 3 Day Notices to Pay Rent: _____

Any Other Notices or Violation Letters? _____

Any Documented Complaints? _____

Tenant Gave Proper 30 Day Notice to Vacate: please circle one **YES** or **NO**

Would You Rent to This/These Tenant(s) Again? please circle one **YES** or **NO**

Name of Agent Doing Verification: _____

Title: _____ Date: _____

Thank you so much for your time and your prompt response. If you have any questions, please feel free to contact us at: _____.

Property Manager's Signature Date



AUTHORIZATION AND VERIFICATION OF EMPLOYMENT

Employer: _____ Fax/Email To: _____

I, _____, hereby grant you permission to disclose my rental history to _____, in order that they may determine my income eligibility for rental of a home.

Prospective Tenant's Signature

Date

The above referenced employee has applied to rent a home at _____.

Please indicate below the employee's current annual income from wages, overtime, bonus, commissions, or any other form of compensation received on a regular basis.

Base Annual Income: _____

Overtime: _____

Bonus: _____

Commission: _____

Other: _____

Total: _____

I hereby certify that the statements above are true and correct and complete to the best of my knowledge.

Employer: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____

If you have any questions, please feel free to contact us at: _____ . Please return a copy of this verification to:

Mail: _____

Fax: _____

Email: _____

Thank you so much for your time and your prompt response!

