

# Tenant Screening Checklist

Tenant Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

## 1) Screening Questions

- Good Answers?
- Good Feeling?
- Proceed to Setting Viewing Appointment

## 2) Viewing

- Re-Ask Questions, same answers?
- Do You Like Them?
- Have them fill out an application

## 3) Application

- Is it legible?
- Is it complete??

## 4) Reference Checks

- Employer(s)
- Landlord(s)
- Personal References

## 5) Credit Check

- Good?
- Home Stretch

## 6) Deposits

- Security Deposit - Cash MO or BD
- First Month's Rent - Cash, MO or BD

## 7) Walk Through & Keys

- Go Through Lease with Tenant and both sign
- Go Through Walk through with Tenant and both sign
- Congrats, you have a new tenant, hand over keys