



# Potential Tenant Screening Checklist

## First Impressions

- Dress
- Personal Presentation
- Well-mannered adults/children
- Respect for property
- Questions asked
- Attitude
- Condition of vehicle

## Screening Applications

- Affordability of rent to income ration
- Number of people applying
- Tenancy Information New Zealand Services Report
- Information efficiency
- Has this person argued about producing evidence? Could they be hiding something?

- Proof of identity / drivers licence / passport / credit checks
- Landlord checks / rent arrears / clean / damage
- Q. Previous breaches of tenancy agreement
- Q. Was the tenancy terminated?
- Q. Previous house size in square meters
- Q. Previous amount of rent paid
- Q. Is a claim on the bond expected at the end of tenancy?
- Q. Would you rent to this tenant again?
- Interview notes from the initial hearing
- Any current police investigations
- Current employer
- Google & Facebook search of employment, length of time there /  
income / payslips / bank statements
- Utility bill – this confirms that they were living at the previous address
- Land title checks – Property Guru