

Real Time Tenant Screening Checklist©							
MAIN Applicant:	SMITH, Jamie		Property:	123 Maple Street		1.0xrent = lower risk 1.5 xrent = moderate risk 2.0 xrent = managed risk Score above 2 = Declined	
Co-Apps:	N/A		Start Date:	10/29/2014	Days Pending:		0
Link to Online Application:	https://app.propertyware.com/pw/marketing/pros		End Date:	10/30/2014	Processed by:		Kate
Status Legend:	Cleared: no issues found		Caution: minor issue for manager's attention		Alert: reason for declination		
Date/Time Completed	Score	PROCESSES			Status	Issues	
INITIAL SCREENING							
10/30/2014 10:49 EST		NOTE: Check property status before proceeding					
10/30/2014 10:50 EST		1. Application form Complete: Viewed the property, paid app fee, online form complete, SSN provided, 3 year residence history/landlord info provided, IDs provided, pet photo provided, 60-days worth of pay stubs/employers info provided.				Missing: Residential History Information for the past 3 years (Complete Address & Landlord Contact Info)	
10/30/2014 10:50 EST		2. For applicants with pets: maximum of 2 pets allowed; double check with leasing info. Any pet is YELLOW FLAGGED.				10/30 Current & third to past landlord confirmed applicant has/had a pet dog which was not declared on the application	
10/30/2014 10:56 EST		3. Call the Applicant and send App Progress Report via email template. For INCOMPLETE Apps, request needed information.					
11/03/2014 19:36 EST		4. Call and Fax/Email the Tenant Verification Form (TVF) to current and/or previous landlord. Feel free to complete the form over the phone.					
10/30/2014 10:56 EST		5. Take note of Applicant's attitude during call. Indicate if s/he was rude, mean, or uncooperative, and mark it yellow.				Exchanged emails - Taking a bit longer to provide requested information	
CREDIT							
10/30/2014 10:57 EST		1. Screen Applicant in Propertyware					
10/30/2014 10:57 EST		CREDENTIALS:	https://app.propertyware.com	U: applications@virtuallyincredible.com P: password			
10/30/2014 10:57 EST		2. Record FICO Score:		772 - Excellent credit			
10/30/2014 10:57 EST		3. Potentially negative items and Total Past Due Amount:		None			
	0.33	0.33 Good Credit: No Credit or 660++FICO score. Less than 5 previous late history that is now current or in collection. (DISREGARD MEDICAL BILLS)					

		0.66 Damaged Credit: 620-659 FICO score; has 5 - 7 unpaid public bills that are in collection.		
		1.0 Poor Credit; -619 FICO score, has 7 and more unpaid bills, and judgements		
		CRIMINAL		
10/30/2014 10:58 EST		1. FELONY Conviction record: murder, manslaughter, assault, robbery, rape, child molestation, kidnapping, burglary, vehicle prowling, malicious mischief, arson, reckless burning, outstanding criminal warrant.		2 minor traffic violations
10/30/2014 10:58 EST		2. FELONY Conviction within 3 years: Delivery or Sale of Illegal Drugs, Possession with intent to Deliver. Conviction within 3 years: Possession of Illegal Drugs.		
10/30/2014 10:58 EST		3. REGISTERED SEX OFFENDER. Search record here: http://www.familywatchdog.us/		
	Pass	Pass or Fail: Mark it FAIL and DISCONTINUE application for any found FELONY or SEX OFFENDER Records. Report to TL, and determine if PM wants to pursue the application.		
		INCOME/EMPLOYMENT		
10/31/2014 9:59 EST		1. Cross-check the provided proof of income (30-60 day pay stub, social security stub, W2, tax returns, etc.) with declared income. Upload documents to Propertyware		Technical Recruiter at Acme Systems Inc
10/31/2014 9:59 EST		2. If Self-employed, upload last 2 years tax returns or at least 3 months' bank statements to Propertyware	N/A	
10/31/2014 9:59 EST		3. If applicant works in the "Cash Industry", request for income proof (ie. Employer's Contact Info, last 3 Bank Statement, 2 years tax returns if possible).	N/A	
10/31/2014 9:59 EST		Declared Income: \$2200 Paystubs' Income: \$2537.6		Weekly rate: \$15.86 x 40 hours/week x 4 weeks/month
	0.33	.33 Employed with verifiable total household monthly income of 3x the rent or over. .66 Employed with verifiable income 2.5x to 2.9x the rent, and has a cosigner .66 Not Employed but has 3x the rent and over in other SS or non garnishable income (ie. alimony, pension, child support, etc.) 1.0 Employed or Unemployed with income 2.5x to 2.9x the rent, with NO cosigner.		
	PASS	PASS or FAIL : Mark it FAIL (and give a 1.0) if income is less than 2.5x rent		Monthly income is 3x the monthly rent
		RESIDENCE HISTORY AUDIT		
10/30/2014 11:00 EST		1. Cross-check Credit Report Address History with Application Address History:		
		Application Address History:	Credit Report Address History:	
		a. 2121 March Lane, Anytown, Anystate	a. 2121 March Lane, Anytown, Anystate	
		b. 3900 Stuart Avenue Anytown, Anystate	b.	Address not listed on credit report
		c. 818 Upton St., Anytown, Anystate	c. 818 Upton St., Anytown, Anystate	

		d. 1104 Clement Street Anytown, Anystate		d. 45 Peach St., Anytown, Anystate			Addresses do not match
10/30/2014 11:00 EST		2. How many evictions within 7 years?				1	One record found for 45 Peach St.
10/30/2014 11:00 EST		3. Address on Driver's License		2121 March Lane			
		4. Search online for Property Tax records of ALL addresses found (if possible). Contact Owner of the properties and determine if the applicant truly resided in the property (if possible).					
		Property Address	LINK to TAX SEARCH	Owner	Notes		
10/30/2014 11:03 EST		a. 2121 March Lane, Anytown, Anystate	http://samplelink	James Reedus	Parcel ID: W0000855016		7/12/2014 to present
10/30/2014 11:05 EST		b. 3900 Stuart Avenue Anytown, Anystate			No results Screenshot saved to PW		From 04/07/2014 to 07/12/2014
11/03/2014 1:45 EST		c. 818 Upton St., Anytown, Anystate	http://samplelink	Niki Hunt	Account Number 16159		From 2013- April 2014 Parents home
11/03/2014 1:45 EST		d. 1104 Clement Street Anytown, Anystate			Unverifiable Screenshot saved to PW		From Summer 2010-Spring 2013
11/03/2014 1:45 EST		d. 45 Peach St., Anytown, Anystate	http://samplelink	OCE Inc.	Called previous landlord; provided background info on applicant		Eviction record in 2010 due to multiple late payments and causing damage to property
10/30/2014 11:05 EST		5. Print property tax roll (if available) and attach to Propertyware application for every property listed (excluding apartment communities)					
10/30/2014 11:05 EST		6. Scan every line of the Credit Report for any mortgage reference.					
10/30/2014 11:05 EST		a. If owner-occupied, reference the mortgage on credit report:				N/A	
	1.00	0.33 Good RH: Verifiable 3 year history and no evictions.					
		0.66 Moderate RH: Conflicting RH information on application, some slow pay or NSF (checks not clearing) minor damages.					
		1.0 Poor RH: Foreclosures, evidence of breaking lease, or default on lease, minor damages.					
	FAIL	Pass or Fail: Mark it FAIL (and give a 1.0) if with eviction record during the past 7 years, many slow pays or NSF, damages in excess of security deposit, record of excessive number of occupants or pets, unpaid judgements from Landords.					
		SOCIAL MEDIA SEARCH RESULTS					
		Note: Visit	Gramfeed.com	to search for IG accounts.			
10/30/2014 11:10 EST		Facebook	https://www.facebook.com/marisa.bowles				

10/30/2014 11:10 EST		Twitter	https://twitter.com/mab1990		
10/30/2014 11:10 EST		Instagram	Unverifiable		
10/30/2014 11:10 EST		LinkedIn	https://www.linkedin.com/pub/marisa-bowles/41/2a1/953		
10/30/2014 11:10 EST		Google Search	Unverifiable		
11/03/2014 19:43 EST		Email Applicant once done with Tenant Screening.			

If score exceeds 2.0, applicant is declined

Raw Score	2.0	x Contract Rent	\$795	Equals	\$1,590	Required Deposit
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		or				
		Declined				

Date Completed		If Application is Denied			
	VAs	Notify Property Manager that application is complete for review			
	PM	PM will email applications@virtuallyincredible.com if application was denied and adverse action letter needs to be sent			
	VAs	Send Adverse Action from applications@alarca.com and attach to in PW			
	PM	PM will call applicant they were denied and/or process earnest money refund			

Additional Information					
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Applicant's Contact No. [Format: 123 456 7890]					
Home	Office	Mobile			
(540) 353-6655					

Landlord's Name	Landlord Reference No.	Action Taken			
James Reedus	(571) 1221-4578	TVF over the phone			
Roxy Lange	(804) 512-2121	TVF over the phone			
Bart Cutter	540 449 0987	TVF over the phone			