Tenant Screening Checklist

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- ❑ Application Fee: _____
- ❑ Property Address: _____

_____

- ❑ Applicant: _____
- ❑ Applicant Phone:_____
- ❑ Applicant Email:_____
- ❑ Applicant Address (current): _____

_____

INCOME VERIFICATION

- ❑ Paycheck Stub
  - ❑ Number: _____
  - ❑ Monthly wage: _____
- ❑ W-2
- ❑ Verbal verification from employer
- ❑ Verification of employment within 24 hours of start of lease
- ❑ Verified additional income for consideration
  - ❑ Additional income amount:_____
  - ❑ Source of income: _____
  - ❑ Rent to gross income ratio is: _____
    (Typical rent ratio is 30%)
- ❑ Employer Phone: _____
- ❑ Number of months employed with current employer: ____
- ❑ Notes: _____

_____

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Co-Signer

Property will have a Co-signer. Yes❑ No❑
(If yes, please fill out following portion for co-signer)

❑ Co-Signer Name: _____

❑ Relationship to Applicant: _____

❑ Co-signer Phone: _____

❑ Co-Signer Email: _____

❑ Co-Signer Address: _____

_____

❑ Paycheck Stub

❑ Number: _____

❑ Monthly wage: _____

❑ W-2

❑ Verbal verification from employer

❑ Verification of employment within 24 hours of start of lease

❑ Verified additional income for consideration

❑ Additional income amount: _____

❑ Source of income: _____

❑ Rent to gross income ratio is _____
(Typical rent ratio is 30%)

❑ Employer Phone: _____

❑ Number of months employed with current employer: ____

❑ Notes: _____

_____

CREDIT CHECK

❑ Credit check provided by: _____
(Name of company)

❑ Applicant credit score: _____

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❑ Minimum credit score required for property: _____

Credit score acceptable for property? Yes❑ No❑
(Attach credit check to this form.)

BACKGROUND CHECK

❑ Background check provided by: _____
(Name of company)

❑ OFAC/Patriot Act Report

❑ Eviction record check

❑ Lawsuit record check

❑ Liens, bankruptcy and judgments check

❑ SSN Validation

❑ Death index check

❑ Criminal record search

❑ Sex Offender Report

❑ Name and Address Validation

Criminal Record? Yes❑ No❑

Convicted of narcotics-related crime? Yes❑ No❑

Convicted of violent crime? Yes❑ No❑

❑ Nature of conviction: _____

_____

_____

_____

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