



TENANT SCREENING CHECKLIST

RENTAL APPLICATION CHECKLIST	
Completed rental application form	<input type="checkbox"/>
Government-issued photo identification	<input type="checkbox"/>
Proof of Social Security Number or Taxpayer Identification Number	<input type="checkbox"/>
Employment verification letter	<input type="checkbox"/>
Recent pay stubs (last 2-3 months)	<input type="checkbox"/>
Bank statements (last 2-3 months)	<input type="checkbox"/>
Personal references	<input type="checkbox"/>
Professional references	<input type="checkbox"/>
Rental history (past addresses for 2+ years)	<input type="checkbox"/>
Contact details for previous landlords	<input type="checkbox"/>
Reason for leaving current residence	<input type="checkbox"/>
Consent for a background check	<input type="checkbox"/>
Consent for a credit check	<input type="checkbox"/>

TENANT INCOME CHECK REQUIREMENTS	
Monthly income	<input type="checkbox"/>
Proof of stable income source	<input type="checkbox"/>
Tax returns for self-employed applicants	<input type="checkbox"/>
Verification of additional income sources	<input type="checkbox"/>
Letter from a guarantor (if applicable)	<input type="checkbox"/>
Guarantor's proof of income	<input type="checkbox"/>

TENANT CREDIT CHECKLIST FOR LANDLORDS

Credit score	<input type="checkbox"/>
History of late payments	<input type="checkbox"/>
Credit card debt balance	<input type="checkbox"/>
Loan obligations	<input type="checkbox"/>
Bankruptcy or collections history	<input type="checkbox"/>

TENANT BACKGROUND CHECKLIST FOR LANDLORDS

Criminal record check	<input type="checkbox"/>
Sex offender registry check	<input type="checkbox"/>
History of evictions	<input type="checkbox"/>
Civil court judgments related to housing	<input type="checkbox"/>

RENTAL HISTORY CHECKLIST TO SCREEN TENANTS

Consistent on-time rent payments	<input type="checkbox"/>
Complaints or disputes with landlords	<input type="checkbox"/>
Lease violations (e.g., unauthorized pets, subletting)	<input type="checkbox"/>
Length of tenancy at previous residences	<input type="checkbox"/>

TENANT'S HOUSEHOLD QUESTIONNAIRE

Number of occupants	<input type="checkbox"/>
Names and details of all adult tenants	<input type="checkbox"/>
Number of children (if any)	<input type="checkbox"/>
Pets (if any)	<input type="checkbox"/>
Vehicles (make, model, license plate)	<input type="checkbox"/>

PERSONAL REQUIREMENTS

Emergency contact information	<input type="checkbox"/>
Proof of renter's insurance (if required)	<input type="checkbox"/>
Smoking policy compliance	<input type="checkbox"/>
Agreement to property rules	<input type="checkbox"/>
Agreement to maintenance responsibilities	<input type="checkbox"/>

FEES AND DEPOSITS

Application fee	<input type="checkbox"/>
Security deposit	<input type="checkbox"/>
First month's rent	<input type="checkbox"/>
Last month's rent (if applicable)	<input type="checkbox"/>
Pet deposit (if applicable)	<input type="checkbox"/>
Key deposit	<input type="checkbox"/>
Utility connection	<input type="checkbox"/>

LEASE AGREEMENT AND LEGAL COMPLIANCE

Review and sign the lease agreement	<input type="checkbox"/>
Confirm the lease duration	<input type="checkbox"/>
Agree to renewal terms	<input type="checkbox"/>
Agree to late payment penalties	<input type="checkbox"/>
Confirm the move-in date	<input type="checkbox"/>
Comply with local laws	<input type="checkbox"/>

PROPERTY-SPECIFIC REQUIREMENTS	
Agreement to HOA rules (if applicable)	<input type="checkbox"/>
Parking policy compliance	<input type="checkbox"/>
Utility responsibilities	<input type="checkbox"/>
Compliance with waste disposal policies	<input type="checkbox"/>
Use of amenities (e.g., pool, gym)	<input type="checkbox"/>
Agreement to inspection and maintenance access	<input type="checkbox"/>