

Tenant Screening Checklist for Landlords

Use this checklist to evaluate prospective tenants. This document is formatted for printing and manual record-keeping.

1. Property & Applicant Information

Property Address:

Applicant Full Name:

Phone Number:

Email Address:

Target Move-in Date:

2. Step-by-Step Screening Checklist

Phase 1: Initial Pre-Screening

- First contact made (phone, email, or listing platform)
- Prescreening questions asked (reason for moving, number of occupants, pets, smoking)
- Confirmed applicant meets basic criteria (income to rent ratio, lease term)
- Property viewing scheduled and completed

Pre-Screening Notes:

Phase 2: Rental Application

- Rental application fully completed and signed by applicant
- Co-signer/Guarantor application completed (if applicable)
- Copy of government-issued photo identification collected
- Proof of income collected (pay stubs, tax returns, or bank statements)
- Application fee collected (if applicable)

Application Notes:

Phase 3: Credit and Background Checks

- Written consent obtained to run background/credit checks
- Credit report ordered and reviewed (Verify credit score and debt history)
- Criminal background check completed
- Eviction history database searched

Background/Credit Notes:

Phase 4: Reference Verification

- Current landlord contacted (Verify payment history, property care, lease compliance)
- Previous landlord contacted (Verify past behavior and lease fulfillment)
- Current employer/source of income verified (Confirm job title, salary, and stability)
- Personal/professional references checked

Reference Verification Notes:

Phase 5: Final Decision & Onboarding

- Application formally approved or denied
- Adverse action letter sent (if application was denied or approved with conditions)
- Lease agreement drafted, reviewed, and signed by all parties
- First month's rent and security deposit collected
- Move-in inspection scheduled and completed

Final Decision Notes:

3. Final Status

Decision Status (Approved / Denied / Conditional):

Landlord Signature:

Date Completed: