Tenant Screening Checklist

1. Property Address

2. Landlord Information (Yourself or Property Management Company)

Name:

Phone #:

Email:

Address Line 1
Address Line 2
City
State
Zip Code

3. Tenant Contact Information

Name:

Phone #:

Email:

Address Line 1
Address Line 2
City
State
Zip Code

Tenant Screening Checklist

4. Collect Rental Application and Rental Fee

Fee Amount:

Deposited in:

Notes:

5. Make a Copy of Tenant's ID

ID Type:

ID #:

FIle Type (Digital or Paper):

6. Perform a Criminal Background Check

Tenant Screening Service:

Notes:

7. Perform a Credit Check

Tenant Screening Service:

Notes:

8. Check Past Landlords for References

Landlord 1 Name:

Address:

Contact #:

Notes:

Landlord 2 Name:

Address:

Contact #:

Notes:

9. Verify Employment History

Landlord 1 Name:

Address:

Contact #:

Notes:

Landlord 2 Name:

Address:

Contact #:

Notes:

10. Verify Proof of Renters Insurance

Insurance Company Name:

Policy #:

Notes:

11. Get the Lease Signed

Date Signed:

Notes:

12. Distribute Property Rules and Regulations

Date Distributed:

Notes:

13. Distribute Pet Addendum

Date Distributed:

Type of Pet:

Notes:

14. Verify Move In Money

Amount:

Deposited in:

Notes:

15. Create Digital and Paper Files

Notes: