Tenant Screening Checklist

Use the same written criteria for every applicant

APPLICANT(S)

APPLICATION RECEIVED ON

RENTAL ADDRESS AND UNIT

RENT ($)

SCREENED BY

1. YOUR WRITTEN CRITERIA

INCOME NEEDED

CREDIT

RENTAL HISTORY

OCCUPANCY LIMIT

CRIMINAL HISTORY POLICY (AS YOUR STATE AND CITY ALLOW)

OTHER (PETS, SMOKING, START DATE)

2. CHECK THIS APPLICANT

Step	Done	Date and notes
Application complete and signed by every adult	☐	
Photo ID checked	☐	
Written consent for credit and background check	☐	
Fee within your state limit, receipt given	☐	
Income verified (pay stubs, offer letter, bank statements)	☐	
Employment verified	☐	
Previous landlord contacted	☐	
Credit report reviewed	☐	
Background check reviewed as local law allows	☐	
Applicant meets ALL written criteria	☐	

3. DECISION

☐ Approved ☐ Approved with conditions ☐ Denied

CONDITIONS, OR WHICH WRITTEN CRITERION WAS NOT MET

DECISION DATE

☐ A credit or background report played a part in a denial or conditions, and an adverse action notice was sent

ADVERSE ACTION NOTICE SENT ON

REPORTING AGENCY NAMED IN IT

4. RECORDS

☐ Application, criteria and this checklist kept in the tenant file

☐ Credit and background reports shredded or securely deleted when finished

Instructions for the landlord

Keep this page. Do not send it to the tenant.

FAIR HOUSING

- The Fair Housing Act bars refusing, setting different terms or advertising based on race, color, national origin, religion, sex, familial status or disability.
- Many states and cities add more protected groups, such as source of income (California, New York).

ADVERSE ACTION NOTICE

If a credit or background report played any part in a denial or in conditions, send a notice with the name, address and phone of the reporting agency, a statement that the agency did not make the decision, the right to a free copy of the report within 60 days, and the right to dispute it.

FEE RULES

New York RPL 238-a, California Civil Code 1950.6, Texas Property Code 92.3515.

FREE GUIDE

simplerentledger.com/tenant-screening-checklist/