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Tenant Screening Package

Complete System for Finding Quality Tenants

TENANT SCREENING CRITERIA

Income Requirements:
• Gross monthly income must be 3x the monthly rent
• Verifiable income for past 2 years
• Stable employment (1+ years current job or 2+ years same field)

Credit Requirements:
• Minimum credit score: 650
• No bankruptcies in past 4 years
• No evictions in past 7 years
• No outstanding judgments or collections over $1,000

Rental History:
• Positive references from past 2 landlords
• No late payments in past 12 months
• No lease violations

Criminal Background:
• No felony convictions in past 7 years
• No violent crimes or sex offenses
• No drug-related convictions in past 5 years

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APPLICATION PROCESS

1. Pre-Screening Phone Interview
• Confirm basic qualifications
• Schedule showing for qualified applicants
2. Property Showing
• Have applications ready
• Collect application fee
• Set expectations on timeline
3. Application Review
• Run credit and background checks
• Verify income and employment
• Contact previous landlords
4. Decision Making
• Score applicants objectively
• Document reasons for approval/denial
• Notify all applicants of decision
5. Lease Signing
• Review lease terms thoroughly
• Collect first month, last month, and security deposit
• Provide move-in packet