



“It is far better to have **no tenant** than to have a bad tenant.”

Tenant Screening for Landlords

Set Criteria

- Pets / Smoker
- Tenant/Co-Signer makes sufficient income to afford your rent
- Stable employment
- History of paying rent on time
- No criminal record

Include your Requirements in your Rental Listing

“All applicants are required to submit a rental application, authorize a credit and background check, and pay a \$45 application fee.”

Ask questions during the initial phone call

- Current living situation, why moving, when moving?
- Monthly income?
- Have references from former landlords & employers?
- Written Consent to a credit & background check?
- Pets? Smoke?
- Roommates?
- Ever refused to pay rent, been evicted, or filed bankruptcy?

✓ CHECKLIST

- Require a complete Rental Application, including:
 - ✓ Personal information should include date-of-births, cellphone numbers and email addresses
 - Check listings on Facebook, Myspace, Blogs
 - Google the name of the person in quotes
 - ✓ Personal References
 - Speak with personal references
 - ✓ Get information on all adults, children (including date-of-births), and pets to be living in the residence
 - ✓ Financial and Employment History (dates, position, salary) and Written Consent for checking both
 - Ask for a pay stub to verify income
 - Reach out to Tenant’s Employer
 - Find a number for the company using the phone book or an online search, instead of calling number provided
 - Verify employment & salary
 - How long, position, how responsible?
 - Verify bank accounts
 - ✓ 5-Year Residence history with landlord contact information
 - How often did they move?
 - Look for gaps
 - Contact Prior Landlords (before the current one)
 - Paid rent on time?
 - Took care of property?
 - Left clean and in good order?

- Didn't disrupt neighbors?
- ✓ Signed Authorization to obtain a copy of tenant's credit report(s)
- ✓ Non-Refundable Deposit and Screening Fee Agreement
 - Take application fees by personal check
 - Verify the information on the check vs. the information on the application
- Make a copy or take a photo of the tenant's ID/driver's license
- Run a Credit Report
- Run a Background Check



REDFLAGS

- ✓ If they can't pay the security deposit in full
- ✓ If they have a Big Story, and have to explain their situation
- ✓ If they can't follow the rules and fill out the application completely, they probably won't respect your other rules either.
- ✓ Do they do what they say they are going to do?
 - Meet you on time
 - Deliver the applicant and deposit when they say they will
 - Return calls/emails promptly

Tenants that don't do these things in the beginning will never do these things later on.