RentPrep

Tenant Screening Checklist

Follow this one page guide to ensure you get the best tenant for your rental
For detailed information on each step check out our tenant screening guide.

☐ **Step 1**: Create tenant screening criteria for your rental

▷ This step will make sure you're compliant and not breaking any laws

☐ **Step 2**: List your rental online using a service like zillow.com

▷ Zillow will syndicate your listing to all the major online rental directories

▷ Consider setting up a unique Google Voice and Gmail for your contact info

☐ **Step 3**: Pre-screen tenant applicants over the phone before you show

▷ Make your screening criteria known by asking questions to weed out bad applicants:

▷ *Are you willing to submit to a credit and background check?*

▷ *Are you aware that this rental is no smoking/pets?* (if this applies to your rental)

▷ *Do you meet or exceed our $_____ monthly income requirement for this rental?*

☐ **Step 4**: Show apartment to qualified phone applicants and screen in-person

▷ Try walking them out to their car and see how they take care of it.

▷ Keep note of things like punctuality, cleanliness, and if they ask good questions.

☐ **Step 5**: Accept rental applications

▷ Pro Screening Tip: Don't accept any rental applications with blank spaces on them.

▷ Make sure your application has a consent form for running a background check

☐ **Step 6**: Run a background check on your applicants that meet your criteria

▷ This will give you access to information an applicant wouldn't want you to see

▷ Eviction History - Criminal History - Employment Verification - Credit

▷ Use **RentPrep.com** and use promo code **GUES10** to save 10% on your order

☐ **Step 7**: Verify applicant details

▷ Does their background check match their application?

☐ **Step 8**: Select your tenant

▷ Once you find the right tenant you'll want to reach out and have them sign a lease.

☐ **Step 9**: Legally deny other applicants

▷ You must let the other applicants know they've been denied using an adverse action letter. We advise using a generic form and not providing reason why you denied them.

For more in-depth information check out our full tenant screening guide on our website.