



## 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](#) to run a background check on your applicant
- 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.*