

Basic Information

Applicant Name: _____

Contact Information: _____

Property Details

Address: _____

City: _____ State: _____ Zip: _____

Pre Screening

☐ Phone Call

Reason for moving : _____

Ideal Move-in Date : _____

Employment Status : _____

Monthly Income : _____

Number of People Moving In: _____

Number of People Moving In: _____

Consent to provide references from previous landlords: ☐ Yes ☐ No

Consent to security deposit at the time of move-in: ☐ Yes ☐ No

Previous Eviction record: ☐ Yes ☐ No

Consent to Credit and background check: ☐ Yes ☐ No

Notes from the phone call: _____



Property Viewing

- ☐ Conduct Property Viewing

Notes on Property Viewing: _____

Rental Application

- ☐ Issue Application
- ☐ Collect Application
- ☐ Review Application
- ☐ Collect a copy of tenant ID (front and back)
- ☐ Verification and Background Check

Verification and Background Check

- ☐ Gather Employment Information

Employer Name: _____

Employer Contact Information: _____

Employer Address: _____

City: _____ State: _____ Zip: _____

- ☐ Verify Employment Information

Does the applicant work here: ☐ Yes ☐ No

Job Title: _____

How long has the applicant worked here: _____

Income Details: _____

Other Notes: _____

- ☐ Gather Previous Landlord references

- ☐ Verify Landlord References



When did the Applicant occupy the property: _____

For how long did the Applicant occupy the property: _____

Did they pay rent on time : _____

Were there any complaints against them: _____

Did they damage the property: _____

Would you rent to them again: _____

Other Notes: _____

☐ Complete background check

☐ Complete Credit Check

Final Decision ---

Final Notes: _____

Is the applicant the right fit for your property:

☐ Yes

☐ No

☐ Send out acceptance/rejection mail

☐ Tenant Onboarding