

TENANT SCREENING CHECKLIST

ENSURING THE RIGHT FIT FOR YOUR PROPERTY.

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Download, print, and use this checklist as a practical guide during tenant evaluations to ensure you don't miss any crucial steps.

1. Initial Contact and Application

- Advertise Property
 - Clearly state rental terms (rent amount, lease duration, restrictions).
- Pre-Screening Questions
 - Ask basic questions to gauge interest and suitability.

2. Application Form

- Collect Personal Details
 - Name, contact information, date of birth.
- Employment History and Proof of Income
- Rental History and References
- Consent for Background and Credit Checks

3. Background Checks

- Credit Check
 - Assess financial reliability (credit score, outstanding debts, past bankruptcies).
- Criminal Background Check
 - Ensure no serious criminal history using a reputable service.
- Eviction History
 - Check for any previous evictions.

4. Income and Employment Verification

- Proof of Income
 - Request recent pay stubs, tax returns, or bank statements.
- Employment Verification
 - Contact the tenant's employer to verify employment status and income stability.

5. Rental History

- Contact Previous Landlords
 - Confirm timely rent payments and property condition.
 - Inquire about any complaints or issues.

6. Interview

- Conduct Personal Interview
 - Assess demeanour and reasons for moving.
 - Discuss specific rules or expectations for the property.

7. Final Verification

- Verify All Provided Documents and References
 - Perform checks on co-tenants or guarantors if applicable.
 - Ensure all paperwork is in order.

8. Lease Agreement

- Prepare Detailed Lease Agreement
 - Outline terms and conditions (rent, security deposit, maintenance responsibilities, termination conditions).
- Collect Security Deposit and First Month's Rent

9. Move-In Inspection

- Document Property Condition
 - Take photos or videos as evidence.
 - Have tenant sign a report acknowledging property condition.

10. Ongoing Management

- Maintain Good Landlord-Tenant Relationship
 - Keep open lines of communication.
 - Schedule periodic inspections to ensure property maintenance.

For expert advice and guidance, please reach out to our dedicated leasing team [HERE](#).

We have proven marketing strategies to help you find high-quality tenants for your property. We then narrow the pool of potential tenants with our comprehensive screening processes.

