



Tenant Screening: Best Practices for Best Results

Pre-Leasing Steps:

1. Get rent-ready (Check out video blog on 5 Marketing Tips!)
2. Aggressively advertise the property
3. Allow showings. It is important applicants personally view the home before applying.

The Application Process:

*The Fair Housing Act (Civil Rights Act of 1968) makes it illegal to refuse to rent based on race, color, national origin, religion, sex, family status, or disability. Have a clear policy that is applied fairly and consistently. Set criteria and apply them equally to all applicants. Understand the laws!

*Landlords owe others the duty of screening applicants. Use a rental application with an application fee. Purpose of comprehensive tenant screening is to find the most highly-qualified tenants.

*Require a fully submitted application for all potential tenants over the age of 18 before the application is processed. This will weed out people who are not serious, or who may have less satisfactory qualifications. Most high-risk tenants fail to provide completed application.

1. Verify Identity (Gov't issued ID)
2. Verify Employment (Pay Stub)
3. Verify Residency History
4. Proof of Income
5. Credit Screening
6. Criminal Background Screening
7. Pet on lease?
8. Eviction History

*Once an application is approved, the security deposit is due within 48 hours of notification. If not collected, the next qualified applicant will be given the rental opportunity. First come, first serve.

*If an application is not approved, inform the applicant of the decision. If an applicant lacks a SSN or driver's license, it is important that all other identifying information be accurate. Attempt to find other ways of gathering necessary information.

*Don't settle! Have standards and adhere to them. It could end up costing more in the long run. For more information on tenant screening, visit our website www.rentholycity.com.