

**1. Create Set Criteria for Rental Applicant**

* Name, date of birth, Social Security, or identification number (to run credit)
* Contact information (phone number and email)
* Current and past address(es)
* Current landlord contact information (if applicable)
* Employment history and contact information for current employer
* Income requirement
* Credit score requirement
* Background check
* Eviction report
* Emergency contact information
* Pets (type, breed, weight)
* Smoker
* Personal and professional references
* Disclosure and signature of applicant

**2. Advertise & Show Listing**

* Post listing on multiple websites
* Mention all requirements listing
* Set appointments to show apartment
* Pre-screen applicants during showing by asking questions
* Give interested applicants the application to complete

*Optional Alternative:* Hire real estate agent to represent property and complete above tasks

**3. Review Application**

* Review and analyze all criteria outlined for applicants
* Call references (previous landlord, employer, additional references if requested)
* Determine if applicants meet basic requirements:
  + Yes - continue process
  + No - reject applicants

**4. Interview Applicants & Ask Screening Questions**

In addition to the below questions, address anything that is inconsistent or unclear on the rental application.

1. How long have you lived at your current address?

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1. Why are you looking for a new place to live?

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1. What is your move-in date?

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1. Do you have any pets? How many? What kind?

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1. What is your income?

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1. Will anyone else be living in the home with you?

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1. Do you own any other properties?

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1. Do you smoke?

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1. Do you require a parking space?

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1. Have you ever been evicted?

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1. Does your current landlord know you’re moving? Would you mind me contacting them for a reference?

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1. Have you filed for bankruptcy recently?

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1. The security deposit is $X, would you be able to pay that amount?

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1. Are you willing to sign a one-year lease agreement?

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1. Do you have any questions for me about the process?

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**5. Accept or Reject the Applicants After Screening**

* Accept - move forward with leases
* Reject - send adverse action letters to briefly explain rejection