

### 1. Create Set Criteria for Rental Applicant

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| <input type="checkbox"/> Name, date of birth, Social Security, or identification number (to run credit) | <input type="checkbox"/> Background check                      |
| <input type="checkbox"/> Contact information (phone number and email)                                   | <input type="checkbox"/> Eviction report                       |
| <input type="checkbox"/> Current and past address(es)   | <input type="checkbox"/> Emergency contact information         |
| <input type="checkbox"/> Current landlord contact information (if applicable)                           | <input type="checkbox"/> Pets (type, breed, weight)            |
| <input type="checkbox"/> Employment history and contact information for current employer                | <input type="checkbox"/> Smoker                                |
| <input type="checkbox"/> Income requirement   | <input type="checkbox"/> Personal and professional references  |
| <input type="checkbox"/> Credit score requirement   | <input type="checkbox"/> 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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#### 2. Why are you looking for a new place to live?

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**3. What is your move-in date?**

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**4. Do you have any pets? How many? What kind?**

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**5. What is your income?**

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

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**7. Do you own any other properties?**

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**8. Do you smoke?**

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**9. Do you require a parking space?**

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**10. Have you ever been evicted?**

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**11. Does your current landlord know you're moving? Would you mind me contacting them for a reference?**

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**12. Have you filed for bankruptcy recently?**

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

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

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**15. 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