

Applicant Screening Checklist

Applicant Name: _____

Unit: _____ **Rent Amount:** _____ **Move-in Date:** _____

APPLICATIONS		DATE COMPLETED, NOTES, COMMENTS
(√)	Date application received _____	
	Application filled out in full?	
	Application signed?	
	Applicant's photo taken for file?	
	Screening fee paid?	
	Receipt for screening fee given to applicant	
DOCUMENTS		
	Clear Copy of Driver's license	
	Check Stubs Submitted	
	Viewed/Verified Social Security Card	
	Other: _____	
BACKGROUND CHECKS		
	Obtained AOA credit check	
	Obtained AOA eviction report	
	Obtained AOA criminal report	
	Obtained AOA's 5-Star Tenant Screening	
VERIFYING THE APPLICATION		
	EMPLOYMENT VERIFICATION	
	Person Contacted/Title:	
	Telephone #:	
	Salary:	
	Length of Employment:	
	RENTAL HISTORY VERIFICATION	
	Person Contacted/Title:	
	Paid Rent on Time?	
	Length of Residency:	
	Late Pays?	
	NSFs?	
	Amount of Rent Paid:	
	Rent to again?	
	Problems/Comments	
	SPOKE WITH REFERENCES	
	CHECKED BANKING INFORMATION	
OTHER		
	Tenant has Renter's Insurance?	
	Pet(s): Type, Age, Breed, Color/Markings, Weight	
	Veterinary documents required?	
	Additional Deposit: \$ _____	
RESULTS		
	Approved	Move-in Date: _____
	Approved with Conditions	Additional Deposit: \$ _____
	Denied	Rejection Letter Sent: _____

**Attach all supporting documents to this checklist*

