

## AOA's Applicant Screening Checklist

**Applicant Name:** \_\_\_\_\_

**Unit:** \_\_\_\_\_ **Rent Amount:** \_\_\_\_\_ **Move-in Date:** \_\_\_\_\_

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

***\*Attach all supporting documents to this checklist***



## RENTAL HISTORY VERIFICATION

I (We), \_\_\_\_\_, hereby grant you permission to disclose my rental history to \_\_\_\_\_, in order that they may determine my eligibility for rental of a home.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Name of Community: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Length of Residency? \_\_\_\_\_ Move-in: \_\_\_\_\_ Move-out: \_\_\_\_\_

Monthly Rental Amount: \_\_\_\_\_ # of Late Payments: \_\_\_\_\_

# of Returned Checks/NSF Checks: \_\_\_\_\_ # of 3 Day Notices to Pay Rent: \_\_\_\_\_

Any Other Notices or Violation Letters? \_\_\_\_\_

Any Documented Complaints? \_\_\_\_\_

Tenant Gave Proper 30 Day Notice to Vacate:      please circle one      **YES**      or      **NO**

Would You Rent to This/These Tenant(s) Again?      please circle one      **YES**      or      **NO**

Name of Agent Doing Verification: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

***Thank you so much for your time and your prompt response. If you have any questions, please feel free to contact us at: \_\_\_\_\_.***

\_\_\_\_\_  
Property Manager's Signature

\_\_\_\_\_  
Date



## AUTHORIZATION AND VERIFICATION OF EMPLOYMENT

Employer: \_\_\_\_\_ Fax/Email To: \_\_\_\_\_

I, \_\_\_\_\_, hereby grant you permission to disclose my work history to \_\_\_\_\_, in order that they may determine my income eligibility for rental of a home.

\_\_\_\_\_  
Prospective Tenant's Signature

\_\_\_\_\_  
Date

The above referenced employee has applied to rent a home at \_\_\_\_\_.

Please indicate below the employee's current annual income from wages, overtime, bonus, commissions, or any other form of compensation received on a regular basis.

Base Annual Income: \_\_\_\_\_

Overtime: \_\_\_\_\_

Bonus: \_\_\_\_\_

Commission: \_\_\_\_\_

Other: \_\_\_\_\_

**Total:** \_\_\_\_\_

I hereby certify that the statements above are true and correct and complete to the best of my knowledge.

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***If you have any questions, please feel free to contact us at: \_\_\_\_\_ . Please return a copy of this verification to:***

\_\_\_\_\_  
***Mail:*** \_\_\_\_\_

\_\_\_\_\_  
***Fax:*** \_\_\_\_\_

\_\_\_\_\_  
***Email:*** \_\_\_\_\_

***Thank you so much for your time and your prompt response!***

