

# Tenant Screening Checklist

The best way to deal with bad tenants is to make sure they never move in.

## ☐ Phone Interview

- ☐ Describe the Property.
- ☐ Describe any special amenities.
- ☐ Describe the area/neighborhood.
- ☐ Describe your tenant onboarding and screening process.
- ☐ Ask the following questions:
  - ☐ Why are you moving?
  - ☐ When is your ideal move-in date?
  - ☐ Do you have a job?
  - ☐ What is your monthly income?
  - ☐ How many people will be living in the unit?
  - ☐ Do you have any pets?
  - ☐ Will you be able to provide the security deposit when we sign a lease?
  - ☐ Can you provide references from your two former landlords?
  - ☐ Will consent to a credit and/or background check?
  - ☐ Have you ever been evicted?

## ☐ In-Person Property Tour

- ☐ ID Verification
  - ☐ View a government-issued photo ID.
  - ☐ Use [Cozy Credit Reports](#) to ensure they pass Experian's ID verification test
- ☐ Google, Facebook, Twitter, LinkedIn Search
- ☐ Income/Employment Verification
  - ☐ View a recent pay stub.
  - ☐ Verify their work email address. Send an email to their work email address and wait for their response.
- ☐ Landlord References
  - ☐ What were the start and end dates of the lease?
  - ☐ Were there any late or partial payments?
  - ☐ Were there any noise violations or disturbances?
  - ☐ In what condition did they leave the property?
  - ☐ Did they threaten or try to sue you?
  - ☐ Would you rent to them again?
- ☐ Credit and Background Check
  - ☐ Use [Cozy Credit Reports](#) to get their credit history, credit score, and background information, including judgements, evictions, etc.
  - ☐ A score of 700+ is best. Experian = 330-830, TransUnion = 300-850, Equifax = 280-850.
- ☐ Sex Offender Check
  - ☐ [U.S. Department of Justice National Sex Offender Public Website](#)
  - ☐ [Your State's Sex Offender Database](#)