

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](#)