

# LIFETIME PROPERTY MANAGEMENT

www.lifetimepm.com | (916) 756-5384

## Tenant Screening Checklist

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### APPLICATION REQUIREMENTS

- Completed rental application with signature
- Valid government-issued photo ID
- Social Security number for background check
- Authorization to run credit check
- Application fee payment (if applicable)
- Proof of income (pay stubs, tax returns, bank statements)

### INCOME VERIFICATION

- Verify income is 2.5-3x monthly rent minimum
- Collect last 2-3 pay stubs
- Request employment verification letter
- Call employer to verify employment status
- For self-employed: 2 years tax returns
- Bank statements if additional verification needed

### CREDIT CHECK

- Run credit report from major bureau
- Review credit score (target 620+ typically)
- Check for bankruptcies (past 7 years)
- Review outstanding debts and collections
- Note payment history patterns
- Check for eviction-related debts

### BACKGROUND CHECK

- Criminal background check (state and national)
- Sex offender registry check
- Eviction history search (past 7 years)
- Verify identity matches application
- Check for fraud alerts or identity issues

## RENTAL HISTORY VERIFICATION

- Contact current landlord for reference
- Contact previous landlord (more reliable)
- Verify rent payment history
- Ask about lease violations or complaints
- Confirm move-out condition and deposit return
- Ask if they would rent to tenant again

## REFERENCE QUESTIONS TO ASK

- Did tenant pay rent on time?
- Did tenant maintain the property well?
- Were there any lease violations?
- Were there noise or neighbor complaints?
- Did tenant give proper notice before moving?
- Would you rent to this tenant again?
- What was the condition at move-out?

## FINAL APPROVAL DECISION

- Review all verification results
- Apply consistent criteria to all applicants
- Document reasons for approval or denial
- If denying, provide adverse action notice
- Keep all screening records per fair housing laws
- Notify applicant of decision promptly



