

LIFETIME PROPERTY MANAGEMENT

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

Tenant Screening Checklist

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

