

Prospective Tenant Checklist To Identify Most Desirable Tenants

On the left column of the checklist below are suggested requirements for the ideal tenant. On the right hand column across from each requirement, place a 1 for each yes answer wherever your prospective tenant meets that requirement. There are also blank lines to make short notations on the prospective tenant in response to each requirement. At the bottom of the form, the total will be automatically calculated. Check the total against the ratings chart below to determine how desirable the prospective tenant rates. (Please note: These are only suggested requirements to help narrow your choices. Careful verification of all application information should follow with final selection based on your own or you company's criteria.)

Desirable Tenant	Prospective Tenant Notation	Yes*/No (yes=1;no=0)
A. Will Tenant be able to pay the Rent?		
1 Monthly income = 3 or more X rent + avg utilities	_____	_____
2 Pays comparable rent now	_____	_____
3 Receives regular income/paycheck	_____	_____
4 Able to pay full deposit and rent	_____	_____
5 Able to get utilities in own name	_____	_____
6 Paid last Landlords promptly	_____	_____
7 Good credit history	_____	_____
8 Able to provide a co-signer	_____	_____
9 _____	_____	_____
B. Will Tenant keep the place looking good?		
1 Clean/neat personal appearance	_____	_____
2 Auto looks good (exterior and interior)	_____	_____
3 Willing and able to do minor repairs	_____	_____
4 Well-behaved children or childless	_____	_____
5 No pet/or pet which meets my requirements	_____	_____
6 Present dwelling well-kept	_____	_____
7 _____	_____	_____
C. Will Tenant stay a long time?		
1 Same residence past year	_____	_____
2 Same income source/employer 6 months minimum	_____	_____
3 Household will stay the same size	_____	_____
4 Has a checking account	_____	_____
5 Has a telephone	_____	_____
6 Has renters insurance	_____	_____
7 Mature adults	_____	_____
8 _____	_____	_____
D. Will Tenant be Cooperative?		
1 On time for appointment	_____	_____
Brought along whatever I requested,		
2 (app fees/deposit/references/30-day notice/photo ID)	_____	_____
3 Filled out app completely	_____	_____
4 Seems satisfied with unit's present condition	_____	_____
5 Agrees to my rules/policies, etc.	_____	_____
6 Communicates in positive manner	_____	_____
7 Good references from other landlords	_____	_____
8 _____	_____	_____
	Total	<u>0</u>

* You may wish to use a 2 for each yes for your most important criteria - place an * by your most important criteria

RATINGS CHART

22-30+ Desirable 10-17 Dangerous
18-21 Decent 0- 9 Potential Deadbeat

Tenant's Rating _____

Date _____
Follow-up _____

Action Taken _____
By _____