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 past 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 occupants (actions in parking lot match actions when landlord is watching)		
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 Number of occupants matches city code for bedrooms/occupancy		
4 Has a checking account		
5 Has renter's insurance		
6 Responsible adults		
7		
8		
D. Will Tenant be Cooperative?		
1 On time for appointment		
2 Brought along whatever I requested, (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		0

* 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+ Approve
18-21 Consider
10-17 Consider w/ mitigation such as co-signer, additional deposit, etc
0- 9 Reject

Tenant's Rating _____

Date _____

Follow-up _____

Action Taken_____

By_____

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