

TENANT SELECTION CHECKLIST

- ___ Able to pay full amount of deposit and rent, or _____
- ___ Sufficient monthly income of ___ times the rental amount.
- ___ Rent guarantee or subsidy. _____
- ___ Verifiable income or employment.
- ___ Stable income or employment for a minimum of ___ months.
- ___ Satisfactory credit history.
- ___ Provided credit references.
- ___ Financial obligations of no more than _____% of income. _____
- ___ On time for appointment.
- ___ Brought necessary items. (*Identification, application fee, deposit, references*).
- ___ Filled out application completely and truthfully.
- ___ At current address for ___ months.
- ___ Gave proper notice to previous landlord.
- ___ No prior evictions.
- ___ No problems with previous landlords, or deposit withheld for damages.
- ___ No complaints or police reports regarding disturbing the peace.
- ___ No significant violations of a previous rental agreement.
- ___ No Pets, or is willing to sign a pet agreement and pay additional costs.
- ___ Willing to sign charge slips for credit card
- ___ Willing to provide a co-signer.
- ___ Willing to have rent payments vendored from employer or income provider.
- ___ Able to verify all of the necessary information.

Date will take possession: _____

Above information verified by: _____ Date: _____

Action Taken: _____