FREE WORKSHEET

Written screening criteria worksheet

Write your screening standards down before you list, then hold every application to them. Apply the same written criteria to every applicant.

Income and credit

Minimum income, as a multiple of the monthly rent

How you count income from every lawful source

What you look for in credit history

What you offer anyone who falls a little short, the same for everyone

Rental history and background

Rental history you require

How you review criminal history, if at all

Pet rules (assistance animals are not pets)

How you decide

What every applicant must provide

Application fee and what it pays for

How you choose between qualified applicants

How applicants can ask for a reasonable accommodation

How you tell applicants the decision

Tips

- Publish your criteria with the listing, so applicants know what to expect before they pay a fee.
- Never ask about or act on race, color, religion, sex, national origin, familial status or disability. Many places also protect source of income and other groups, so check your state and local rules.
- Keep a short note on each decision, tied to the criteria, so you can explain any yes or no later.
- Check your state and local rules on application fees, credit checks, eviction records and criminal history before you finalize the list, and review it once a year.

From Priority One Property Management