

Real Time Tenant Screening Checklist©

MAIN Applicant:	SMITH, John	Property:	123 Main St		Status:
Co-Apps:	SMITH, Jamie	Start Date:	02/16/2016	Days Pending:	1
Link to Online Application:	https://sample_link.com	End Date:		Processed by:	KRA

Additional Notes: Missing: 1 month paystub and 1 pet selfie

Status Legend:	Cleared: no issues found	Caution: minor issue for manager's attention	Alert: reason for declination
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Date/Time Completed	Score	PROCESSES	Status	Issues
		INITIAL SCREENING		
02/16/2016 09:56		NOTE: Start processing application once fee is paid. 1. Application form Complete: •Paid app fee •Online form complete •IDs provided •3-year residence history/landlord info provided •2 mos recent pay stubs/employers info provided •2yrs ITR or 3 mos bank statements (self-employed) •Pet pic with Applicant provided		Missing: • 1 month paystub (only provided December 2015 paystubs) • Pet picture/selfie
02/16/2016 09:56		2. For applicants with pets: do the pets meet requirement?		Chihuahua, "Latte" 8 months old, 3.74 lbs
02/16/2016 09:59		3. Call the Applicant and send App Progress Report via email template. For INCOMPLETE Apps, request needed information.		Called applicant
02/16/2016 09:59		4. Take note of Applicant's attitude during call. Indicate if s/he was rude, mean, or uncooperative, and mark it yellow.		Sounds pleasant; promised to send in all requirements within the day
02/16/2016 09:59		5. Call and Fax/Email the Tenant Verification Form (TVF) to current and/or previous landlord. Feel free to complete the form over the phone.		Pending
		CREDIT		
		1. Screen Applicant in CLIENT PM SOFTWARE		
		CREDENTIALS: INSERT LINK Insert credentials		
02/16/2016 10:17		2. Record FICO Score:		520 - Poor credit

02/16/2016 10:17		3. Potentially negative items and Total Past Due Amount:	8 Potentially negative items Total Past Due Amount: \$6,899		20 Total Accounts No Open Account 3 Charged Off Accounts 3 Collection Accounts 1 Past Due Account 1 Payment Plan/Redeemed Collections Balance: \$4,207
02/16/2016 10:17		4. Are there any unpaid or active Tax Liens? (found under Public Records in the Credit Report)	None		
	1.00	0.33 Good Credit: No Credit or 660++FICO score. Less than 5 previous late history that is now current or in collection. (DISREGARD MEDICAL BILLS) 0.66 Damaged Credit: 620-659 FICO score; has 5 - 7 unpaid public bills that are in collection. 1.0 Poor Credit; -619 FICO score, has unpaid tax liens, 7 and more unpaid bills, and judgements			Poor Credit score, over \$2,000 past due
		CRIMINAL			
02/16/2016 10:18		1. FELONY Conviction record: murder, manslaughter, assault, robbery, rape, child molestation, kidnapping, burglary, vehicle prowling, malicious mischief, arson, reckless burning, outstanding criminal warrant.			1 CRIMINAL - MISDEMEANOR DOMESTIC ABUSE ASSAULT Date: 03/10/2009 Disposition: JAIL
02/16/2016 10:18		2. FELONY Conviction within 7 years: Delivery or Sale of Illegal Drugs, Possession with intent to Deliver. Conviction within 3 years: Possession of Illegal Drugs.			2 Criminal-Felony Records (1) DUI LIC SUSPENDED OR REVOKED Date: 01/10/2010 Disposition: CONVICTION (2) DRVG U/INFLU/DRUG/ < 10/3RD/SUBQ Date: 03/01/2011 Disposition: CONVICTION
02/16/2016 10:36		3. REGISTERED SEX OFFENDER. Search record here:	http://www.familywatchdog.us/		
	Fail	Pass or Fail: Mark it FAIL application for any found FELONY or SEX OFFENDER Records. Report to TL, and determine if PM wants to pursue the application.			
		INCOME/EMPLOYMENT			
02/16/2016 10:18		1. Cross-check the provided proof of income (30-60-days most recent stub, social security stub, W2, tax returns, etc.) with declared income. Upload documents to CLIENT PM SOFTWARE.			Mason - ACME Constructions
		2. If Self-employed, upload 2 most recent tax returns or at least 3 months' bank statements to CLIENT PM SOFTWARE.		N/A	
		3. If applicant works in the "Cash Industry", request for income proof (ie. Employer's Contact Info, last 3 months' Bank Statement, 2 most recent tax returns if possible).		N/A	
02/16/2016 10:18		Declared Income:	1,900.00	Verified Income:	2,376.50
					1/12-1/25 Pay Stubs: \$1,204 12/26-1/9 Pay Stubs: \$1,172.50

	0.33	0.33 Employed with verifiable total household monthly GROSS income of 3x the rent or over.				
		0.66 Employed with verifiable income 2.5x to 2.9x the rent.				
		0.66 Not Employed but has 3x the rent and over in other SS or non garnishable income (ie. alimony, pension, child support, etc.)				
	0.33	1.0 Employed or Unemployed with income 2.0x to 2.5x the rent.				
	Pass	PASS or FAIL : Mark it FAIL (and DISCONTINUE) if income is less than 2.0x rent		Income is 2.4x the rent		
RESIDENCE HISTORY AUDIT						
		1. Cross-check Credit Report Address History with Application Address History:				
		Application Address History:	Credit Report Address History:			
02/16/2016 10:29		a. 2121 March Ln	a. 2121 March Ln			
02/16/2016 10:29		b. 310 Cello Ave	b. 4873 La Salle #145	Addresses do not match; address undeclared		
02/16/2016 10:29		c.	c. 310 Cello Ave			
02/16/2016 10:29		2. How many evictions within 3 years?	1	Eviction ABC Property Management 10/2014		
02/16/2016 10:29		3. Address on Driver's License	2121 March Ln			
		4. Search online for Property Tax records of ALL addresses found (if possible). Contact Owner of the properties and determine if the applicant truly resided in the property (if possible).				
		Property Address	LINK to TAX SEARCH	Owner	Notes	
02/16/2016 10:32		a. 2121 March Ln, Any City, Any State,	https://sample_link.com	Washington, Anne	verifiable	Landlord claims applicant has over 2 pets
02/16/2016 10:32		b. 310 Cello Ave, Any City, Any State,	https://sample_link.com	XYZ Properties	verifiable	Landlord claims applicant left property in bad shape
02/16/2016 10:36		c. 4873 La Salle Ct. #145, Any City, Any State,	https://sample_link.com	Roosevelt, Carl	unverifiable	
		d.				
		e.				
		f.				
02/16/2016 10:36		5. Print property tax roll (if available) and attach to CLIENT PM SOFTWARE application for every property listed (excluding apartment communities)				
02/16/2016 10:36		6. Scan every line of the Credit Report for any mortgage reference.				
02/16/2016 10:30		a. If owner-occupied, reference the mortgage on credit report:	NA			
02/16/2016 10:32		7. Are there any foreclosures in the credit record, property tax search, or civil court records?			None	

Additional Information

[Format: 123 456 7890]

Applicant's Contact Number	Applicant's Email	Action Taken	
123 456 7890	anyone@gmail.com	Called and emailed applicant - 02/16	link to Applicant's Progress report here
Landlord's Name	Landlord Contact Number	Action Taken	
Washington, Anne	123 456 7890	Left VM - 02/16 Spoke to Amy - 02/16	link to TVF here
XYZ Properties	124 456 7890	Faxed TVF - 02/16	link to TVF here

[1] Do not remove the function from this cell. It will affect script performance adversely.