

Application Approval Checklist

Complete the following steps to determine if an application is approved or not.

Determine your criteria for approval.

Screen your applicant. Go to www.landlording101.com to use our comprehensive tenant screening services. Our packages include credit check, criminal background check, eviction checks and more.

S Determine Application approved _____ or not approved _____

_____ If an Application is not approved, notify applicant.

Send applicant Tenant Rejection Form. (See **Form 1g**)
This must be done to comply with the Fair Credit Reporting Act.

If an application is a marginal risk, you can increase deposit or require first and last months rent to limit your risk.

Notify the applicant of the adjustment. Be sure to put in writing why you increased the deposit and have the tenant sign.

If applicant is approved notify the prospect. Ask them to leave a security deposit if they haven't already and sign the lease.

Schedule a move in day and a move in meeting. Schedule this meeting at the property, as you will need to complete a walk through. (This is discussed in Phase 2.)

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