



The Ultimate Tenant Screening Checklist

[By New Western](#)

Pre-Screening

- Gather contact information and reason for moving
- Note any red flags in behavior or responses

Rental Application

- Use a detailed application covering employment, income, rental history, references, and consent for background checks
- Collect supporting documentation like pay stubs and photo ID

Background Checks

- Run a credit check and look for red flags
- Conduct a criminal history background check
- Contact previous landlords for rental references

Tenant Interview

- Meet in person to get a sense of responsibility and character
- Ask about job stability, rent payment ability, pet ownership, smoking habits, past evictions, and timeline

Final Decision

- Review all information gathered from pre-screening, application, background checks, and interview
- Make an objective decision based on any red flags and their ability to pay rent reliably
- Choose the tenant that is the best fit for your property

Avoid discriminatory questions and decisions. Treat all applicants equally. Document everything thoroughly. Leverage technology like online applications and screening services when possible. But don't rely solely on technology - consider all factors.

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