

***SAMPLE APPLICANT SCORING SYSTEM**

Test it out and change the criteria for your area and properties. Having a scoring system like this will help to avoid bad tenants, bad judgments, and fair housing discrimination issues (review with your attorney).

Received date: _____ Time: _____

OFFICE USE ONLY (Attach to Application)

Applicant Name: _____ Property Address: _____

Paid fee: \$ _____ Money order Online
 Received by: _____ Verified Photo ID: Yes No
Initials

Run Background and Credit then score below. If they have pets a pet application is required

Rating Category	Circle the number that applies			
Length in Field of Employment	0 0-11 mos.	1 12-23 mos.	2 24-35 mos.	3 36+ mos.
Rent to Income Ratio (Rent / total household income=)	0 40+	1 33-39	2 28-32	3 27-
Credit Score	0 Below 600	1 600-649	2 650-699	3 700+
Payment History	0 3+ Delinquent	1 less than 2 Delinquent	2 Bank Acct. w/ New/No Credit	3 0 past due accounts or Short sale or forcl. only
Length of Current Residency	0 0-11 mos.	1 12-17 mos.	2 18-23 mos.	3 24+ mos.
# non-medical collections	0 3+ collections	1 2 collections	2 1 collection or New/No Credit	3 0 Collections and credit history
TOTAL: _____	Check Automatic Denial section for disqualifiers			
12+, no pets =	Approved with income verified and deposit			
12+, with pet(s) =	Approved with income verified, pet app and additional deposit			
9-11 =	Approved with income verified, double deposit or cosigner			
8 or less =	Application declined, may consider co-signer			
Automatic Denial IF (Very state specific, review with attorney for your area)	Felony within last 10 years. Conviction of a crime that is a threat to people, property, or manufacturing or distribution of a controlled substance. Collections or judgments from landlords or utilities require proof of resolution for approval.			

- Change status of prospect to either qualified or unqualified
 - If denied**, mail the "Rental Application Denial" letter
 - Place a copy of the letter, this sheet, and app into the denied app file
- If approved**, gather the information for the Lease Packet:
 - If co-signer or increased deposit** is required send adverse action letter
 - Make sure we have the names of all tenants adults and children
 - MUST HAVE PET APPLICATION OR REQUEST FOR ACCOMODATION**
 - Get copy of income verification (such as, pay stubs or bank statements)
- Notify tenant that you will be emailing them a "Lease Packet" and **schedule a time** for them to return it within 3 business days, pay deposit, and complete the "Move-in Packet"
- Email/Mail or give tenant "Lease Packet"
- Once deposit is paid stop marketing
- Begin Move-In Checklist

This form is a sample. Have your screening criteria reviewed by your attorney.
 For more information go to rentlikeapro.com