



LANDLORD'S BEST RENTAL APPLICATION PROCESS

Prior to application process have the following in place to implement the screening process.

1. Have in place your Resident Screening Criteria and acceptance procedures in writing. (LPS Inc has a standard screening criteria you may use and edit to your requirements as a guideline. This is for your own files and procedures.)
2. The Resident or Tenant Selection Policy should be either posted or given to the applicant at the same time a rental application is given to applicant(s).
3. Applicant(s) should sign the "Acknowledgement of Screening Criteria" or the "Tenant Selection Policy". It should also be dated. This should be retained in your files for that specific applicant.
4. Applicant should provide the following after they have filled out the Rental Application and Acknowledgment of Screening Criteria.
 - A) Copy of Drivers license or Identity card, copy of Social Security card or visa. (You need to verify the identity of the person who has applied, be sure to check signatures and photos).
 - B) Copy of last two recent pay check stubs with year to date earnings.
 1. For self employed should show proof of past 2yrs Tax Returns and most recent bank statement.
 2. Retired applicants need to show copies of deposits showing income and SS statements etc.
 3. New Hires need to bring "Letter of Hire" from current Employer with established income to show proof.
5. All adults over the age of 18 yrs old should be screened and fill out a rental application. Co-signers should also be screened prior to acceptance. Be sure to use your Resident Selection Policy to make your decisions.
6. If you have denied the application or asked for added security or a co-signer, send out the "Adverse Action Notice" with the "Summary of Consumer Rights" letter together. Mark off appropriate areas indicating why "Adverse Action" was taken. If credit score was included in the tenant screening report, fill in the score section of the document as well, but only if you used the score as part of your criteria.
7. Once approved have your Rental/Lease Agreement listing Fees and Rent amounts the tenant will be required to pay. Have all addendums and Notices and requirements signed and or initialed, then Dated.
8. Note that before tenant can move in there must be a walk thru and a Move-in Statement filled out by both the Applicant and the Landlord. Make sure the form is completely filled out and signed by both immediately. The best practice for the landlord is to either take photos and date them or video both the inside and outside to show proof of condition at move-in and move-out.
9. All communication with tenants shall now be done in writing. Keep copies of all transactions and send a copy to co-signers if there are some.
10. All adults including co-signers should sign the lease and all addendums. If co-signers won't sign the lease they should have to sign a Co-signer agreement.