

Real Time Tenant Screening Checklist©

MAIN Applicant:	SMITH, John	Property:	123 Main St		Status:	
Co-Apps:	SMITH, Jamie	Start Date:	03/27/2018	Days Pending:	1	
Link to Online Application:	http://www.samplelink.cc	End Date:		Processed by:	Ryan	
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		
Date/Time Completed	Score	PROCESSES			Status	Issues
		INITIAL SCREENING				
		NOTE: Begin processing applications as they come in.				
		1. Ensure the Application Form is Complete:				
		<ul style="list-style-type: none"> • Paid app fee • Online form complete • Government issued ID provided (at least one, ie. DL) • 3-year residence history + landlord info provided • 1 month most recent pay stubs + employers info provided • 2 yrs ITR or 3 mos bank statements (self-employed) • Pet pic with Applicant provided • (optional: Completed PetScreening.com Form) 				Missing: • 1 month paystub (only provided December 2015 paystubs) • Pet picture/selfie
03/27/2018 05:37		2. For applicants with pets: do the pets meet listing/PetScreening requirement? NOTE: Check the Listing for property-specific requirements. [2]				Chihuahua, "Latte" 8 months old, 3.74 lbs
03/27/2018 05:37		3. Call the Applicant and send App Progress Report via email. For INCOMPLETE Apps, request needed information.				Called applicant
03/27/2018 05:37		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
03/27/2018 05:37		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				
03/27/2018 05:56		1. Screen Applicant / Pull Credit Report using PM Software				
03/27/2018 05:56		2. Review Credit Report for any Red Flag or Auto-Decline factors. Specify Red Flag/s in Additional Notes (row 5).				
03/27/2018 05:56		3. Record FICO Score:	621		Poor Credit	

03/27/2018 05:56		4. 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
03/27/2018 05:56		5. Are there any unpaid or active Tax Liens? (found under Public Records in the Credit Report)	None		
		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.			
	1.00	1.0 Poor Credit: -619 FICO score. Has unpaid tax liens or has 7 and more unpaid bills and judgements.			
	Pass	Pass or Fail: Mark it FAIL and DISCONTINUE if the Credit Score is less than 520			Poor Credit score, over \$2,000 past due
		CRIMINAL			
03/27/2018 05:56		1. FELONY Conviction record within 7 years for any of the following: Murder, Manslaughter, Assault, Robbery, Rape, Child Molestation, Kidnapping, Arson			1 CRIMINAL - MISDEMEANOR DOMESTIC ABUSE ASSAULT Date: 03/10/2009 Disposition: JAIL
03/27/2018 05:56		2. FELONY Conviction within 7 years for any of the following: Manufacture, Delivery, Sale of Illegal Drugs, or Possession with intent to Deliver.			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
03/27/2018 06:02		3. REGISTERED SEX OFFENDER. Search record here: http://www.familywatc			
	Fail	CRIMINAL: Pass or Fail: Mark it FAIL and DISCONTINUE application for any found FELONY CONVICTION on #1 and #2 or SEX OFFENDER Records #3. Report to TL, and send PM email confirmation if they want to pursue the application.			Raise Red Flag: If Offense (Conviction) is found on #1, 2, 3 Yellow Flag: If offense is NOT a conviction or offense is NOT written on TSC, even if disposition is CONVICTION
		INCOME/EMPLOYMENT			

03/27/2018 06:01		1. If employed, cross-check the provided proof of income: (1 month most recent paystub, social security stub, W2, etc.) with declared income. Upload documents to PM Software.				Mason - ACME Constructions
03/27/2018 06:01		2. If Self-employed, cross-check the provided proof of income: (2 years most recent tax returns or 3 months' bank statements) with declared income. Upload documents to PM Software.			NA	
03/27/2018 06:01		3. If applicant works in the "Cash Industry", cross-check the provided proof of income: (ie. Employer's Contact Info, 3 months' Bank Statements, 2 most recent tax returns if possible) with declared income. Upload documents to PM Software.				3/12-3/25 Pay Stubs: \$1,204 2/26-2/9 Pay Stubs: \$1,172.50
03/27/2018 06:01		Declared Income:	1,900.00	Verified Income:	2,376.50	
	0.33	0.33 Good Income: Employed with verifiable total household monthly GROSS income* of 3x the rent or over. 0.66 Moderate Income: Employed with verifiable income* of 2.5x to 2.9x the rent. 0.66 Moderate Income: Not Employed but has verifiable income* of 3x the rent and over in other non garnishable sources (ie. alimony, pension, child support, etc.) 1.0 Poor Income: Employed or Unemployed with verifiable income* 2.0x to 2.5x the rent.				
	Pass	PASS or FAIL: Mark it FAIL and DISCONTINUE if verifiable income* is less than 2.0x rent				Income is 2.4x the rent
		RESIDENCE HISTORY AUDIT				
03/27/2018 06:06		1. Cross-check Credit Report Address History with Application Address History:				
		Application Address History:		Credit Report Address History:		
03/27/2018 06:06		a. 2121 March Ln		a. 2121 March Ln		
03/27/2018 06:06		b. 310 Cello Ave		b. 4873 La Salle #145		Addresses do not match; address undeclared
03/27/2018 06:06		c.		c. 310 Cello Ave		
03/27/2018 06:12		2. Total number of eviction records within	100 years		1	Eviction ABC Property Management 10/2014
03/27/2018 06:12		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	

03/27/2018 06:19		a. 2121 March Ln, Any City, Any State	http://www.s	Washington, Anne	verifiable		Landlord claims applicant has over 2 pets
03/27/2018 06:19		b. 310 Cello Ave	http://www.s	XYZ Properties	verifiable		Landlord claims applicant left property in bad shape
03/27/2018 06:19		c. 4873 La Salle Ct. #145, Any City, Any State,	http://www.s	Roosevelt, Carl	unverifiable		
		d.					
		e					
		f.					
03/27/2018 06:19		5. Print property tax roll (if available) and attach to CLIENT PM SOFTWARE application for every property listed (excluding apartment communities)					
03/27/2018 06:19		6. Scan every line of the Credit Report for any mortgage reference.					
03/27/2018 06:19		a. If owner-occupied, reference the mortgage on credit report:	NA				
03/27/2018 06:19		7. Are there any foreclosures in the credit record, property tax search, or civil court records?					None
		0.33 Good RH: Verifiable and positive 3-year history with no evictions.					
		0.66 Moderate RH: Conflicting Credit RH information with the Declared RH information, has at most 1 slow pay/NSFs in a calendar year, or has minor damages (repair value under Sec Dep).					
	1.00	1.0 Poor RH: Has Foreclosures on record, has evidences of breaking the lease, has defaulted on the lease, has 2-3 slow pays/NSFs in a calendar year, or has minor damages (repair value under Dec Dep).					
	Fail	Pass or Fail: Mark it FAIL and DISCONTINUE if with eviction record within no. of years in D45, has more than 3 Slow Pays/NSFs within a calendar year, has damages in excess of security deposit, has record of excessive number of occupants or pets, has unpaid judgements from Landlords.					Note: You can also score 1.0 if no VORs are completed and 0.66 if there is at least 1 positive VOR
SOCIAL MEDIA SEARCH RESULTS							
03/27/2018 06:21		Facebook	http://www.samplefacebooklink.com				Multiple pictures of fighting dogs
03/27/2018 06:21		LinkedIn	http://www.samplelinkedinlink.com				
03/27/2018 06:21		Google Search	http://www.samplegooglesearch.com				
Email Applicant once done with Tenant Screening.							
Upload file to CLIENT PM SOFTWARE							

1.0xrent = lower risk
1.5xrent = moderate risk
2.0xrent = managed risk
Score above 2 = Declined

Raw Score	2.5	x Contract Rent	\$790	Equals	\$1,975 Required Deposit
		Security Deposit	1 [3]		
		or			
		Declined			

AFTER 2 DAYS, We are UNABLE TO REACH LANDLORDS - CHOOSE ONE OF THE FOLLOWING ACTIONS:

- a. Approve at HIGHEST Deposit pending landlord(s) positive reference
- b. Declined regardless of positive landlord reference
- c. Property Manager attempt to call Landlord's for reference

Date Completed	If Application is Denied	
VAs	Notify Property Manager that application is complete for review	
PM	PM will email applications@virtuallyincredible.com if application was denied and adverse action letter needs to be sent	
VAs	Send Adverse Action from applications@CLIENTDOMAIN and attach in CLIENT PM SOFTWARE	
PM	PM will call applicant they were denied and/or process earnest money refund	

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 - 03/26	link to Applicant's Progress report here
Landlord's Name	Landlord Contact Number	Action Taken	
Washington, Anne	123 456 7898	Left VM - 03/26 Spoke to Amy - 03/27	link here
XYZ Properties	123 456 7899	Faxed TVF - 03/27	link here

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

[2] LIST OF RESTRICTED BREEDS:

Pit Bull Terriers
Staffordshire Terriers
Rottweilers
German Shepherds
Presa Canarios
Chows Chows
Doberman Pinschers
Akitas
Wolf-hybrids
Mastiffs
Cane Corsos
Great Danes
Alaskan Malamutes
Siberian Huskies

[3] Keep at 1 if there are no specified Security Deposit Value in Listing, otherwise write the specific Sec Dep found on the listing on D71 and then write 1 in Contract Rent or D70