

Landlord's Tenant Screening Checklist

Use this checklist to ensure you complete every crucial step in the tenant screening process consistently and fairly for every applicant.

Applicant & Property Details

- **Property Address:** _____
- **Applicant Full Name(s):** _____
- **Application Date:** _____

Phase 1: Initial Enquiry & Pre-Screening

- ☐ **Initial Contact Received:** (e.g., Phone call, email, property portal)
- ☐ **Pre-Screening Call/Email Conducted:**
 - ☐ Confirmed proposed move-in date aligns with availability.
 - ☐ Discussed applicant's reason for moving.
 - ☐ Verified their ballpark income meets affordability criteria (e.g., rent is \leq 30% of gross income).
 - ☐ Clarified status on pets and smoking.
- ☐ **Property Viewing Scheduled & Completed.**

Phase 2: Formal Application

- ☐ **Application Form Sent to Applicant.**
- ☐ **Completed Application Form Received.**
 - ☐ All sections are fully completed.
 - ☐ Personal details are clear and legible.
 - ☐ Employment and previous landlord details are provided.
 - ☐ Applicant has signed the consent for referencing and credit checks.

Phase 3: Verification & Referencing

- ☐ **Credit Check Ordered & Report Received.**
 - ☐ Report reviewed for CCJs, bankruptcy, and payment history.
- ☐ **Income & Employment Verification Completed.**
 - ☐ Requested and received recent payslips (e.g., last 3 months).
 - ☐ Requested and received corresponding bank statements.
 - ☐ Contacted employer (HR) to confirm employment status and salary.
- ☐ **Previous Landlord Reference Completed.**
 - ☐ Contacted previous landlord using details from the application.
 - ☐ Asked about rent payment history.
 - ☐ Asked about the condition of the property on move-out.
 - ☐ Asked if they would rent to the tenant again.
- ☐ **Right to Rent Check Completed (England Only).**
 - ☐ Checked original ID documents in person or used a certified IDSP.
 - ☐ Verified status using Home Office share code where applicable.
 - ☐ Securely saved copies of all checked documents.

Phase 4: Final Decision & Onboarding

- ☐ **All Information Reviewed & Assessed.** (Use of a scorecard is recommended).
- ☐ **Decision Made** (Accept / Accept with Guarantor / Decline).
- ☐ **Applicant Notified of Decision.**
 - ☐ If accepting, sent **Tenancy Acceptance Letter** outlining next steps.
 - ☐ If declining (based on credit report), sent **Adverse Action Notice**.
- ☐ **Initial Funds Received.**
 - ☐ First month's rent cleared.
 - ☐ Security deposit cleared.
- ☐ **Tenancy Agreement Signed by All Parties.**
- ☐ **Security Deposit Protected in a Government-Approved Scheme.**
- ☐ **Certificate of Deposit Protection Served to Tenant.**
- ☐ **Check-in & Key Handover Completed.**
- ☐ **Welcome Pack & Required Documents Served to Tenant:**
 - ☐ 'How to Rent' Guide (latest version).
 - ☐ Gas Safety Certificate (if applicable).
 - ☐ Energy Performance Certificate (EPC).
 - ☐ Electrical Installation Condition Report (EICR).

Disclaimer: This checklist is for informational purposes. All screening activities must comply with UK law, including the Equality Act 2010. Ensure criteria are applied equally to all applicants and decisions are based on legitimate, non-discriminatory business reasons.