

# A+ Tenant Screening Scorecard

This scorecard is designed to help landlords assess tenancy applications objectively and consistently. Use one form per applicant (or applicant household) to document your findings and make an informed, fair decision.

## Applicant & Property Details

- **Applicant Full Name(s):** \_\_\_\_\_
- **Property Address:** \_\_\_\_\_
- **Date of Assessment:** \_\_\_\_\_

## Screening & Scoring

For each criterion, assign a score from 1 (Poor) to 5 (Excellent) and multiply it by the weight to get the weighted score.

Criterion	Weight	Score (1-5)	Weighted Score	Notes (e.g., specific issues, positive points)
1. Affordability & Income	x3			<i>Rent-to-income ratio? Stable income source?</i>
2. Credit History	x3			<i>Any CCJs, bankruptcies, or late payments?</i>
3. Previous Landlord Reference	x2			<i>Rent paid on time? Property condition? Would re-rent?</i>
4. Employment Stability	x1			<i>Length of employment? Permanent/temporary role?</i>
5. Overall Impression	x1			<i>Punctual for viewing? Application complete? Cooperative?</i>
TOTAL SCORE			[Sum of Weighted Scores]	

## Mandatory Checks (Pass/Fail)

- **Right to Rent Check Completed & Passed:** ☐ Yes ☐ No
  - *If "No," the application cannot proceed.*

## Scoring Guide

- **5 (Excellent):** Exceeds all requirements (e.g., income >3x rent, perfect credit, glowing reference).
- **4 (Good):** Meets all requirements.
- **3 (Average):** Meets most requirements, minor concerns (e.g., thin credit file, short employment history).
- **2 (Poor):** Fails to meet key requirements (e.g., history of late payments, borderline income).

- **1 (Very Poor):** Major red flags (e.g., CCJ for rent arrears, very poor reference).

## **Final Decision & Justification**

**Total Score:** \_\_\_\_\_

**Decision:**

- ☐ **Accept**
- ☐ **Accept with Guarantor**
- ☐ **Decline**

**Reason for Decision (Must be based on legitimate, non-discriminatory business reasons):**

**Assessed by:** [Your Name]

***Disclaimer:** This scorecard is a tool to aid in making a business decision. All decisions must be made in compliance with UK law, including the Equality Act 2010. It is illegal to discriminate against applicants based on protected characteristics such as age, disability, gender reassignment, marital status, race, religion or belief, sex, or sexual orientation. Ensure your criteria are applied equally to all applicants.*