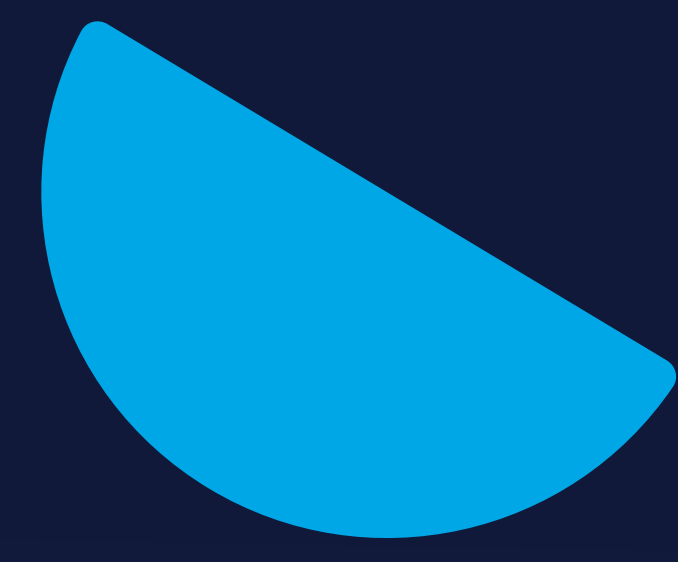


# Screen Tenants Like A Pro: A Landlord's Checklist



## 1 Pre-screen applicants to make sure they meet your basic criteria

- ☐ Define your baseline requirements for an ideal tenant (e.g., budget, move-in date, etc.).
- ☐ Ask the potential tenant to complete a rental application.
- ☐ Request written consent to perform a credit check and criminal check if needed. Don't reinvent the wheel: use the written content provided by your local law enforcement.

**Pro Tip:** Become familiar with tenant screening laws prohibiting landlords from asking tenants certain questions.

## 2 Conduct a thorough background and criminal record check

- ☐ Collect a photocopy of the applicant's government-issued photo ID.
- ☐ Consider using a third-party service like SingleKey to get a comprehensive background report.
- ☐ Obtain a formal criminal record check if it's necessary to protect your residents' and/or your personal safety.

**Pro Tip:** Many landlords overlook this step, but it's critical to verify the identity of your potential tenant!

## 3 Run a detailed credit check

- ☐ Ensure you've collected the necessary information from your applicant to run the credit check (e.g., written consent, full name, date of birth, current address, etc.).
- ☐ Use a trusted credit reporting agency like Equifax or a credible third-party service.
- ☐ Cross-reference information found on the credit check, such as home address and previous employer, with the information provided on the tenant's application form.

**Pro Tip:** It's essential to check this information from a valid source so that you're confident you have an accurate profile of your potential tenant.

## 4 Verify income and employment

- ☐ Conduct an online search to find the applicant's employer's contact information.
- ☐ Use this contact information to confirm the person's:
  - Role/title
  - Income (specific amount if provided)
  - Length of employment
  - If they are in good standing with their employer

**Pro Tip:** Use the contact that you find online, rather than the information supplied by the applicant, to verify employer and income details.

## 5 Review their rental history

- ☐ Complete a landlord reference check by contacting the applicant's current landlord and at least two of their previous landlords.
- ☐ Ask the applicant about the current method they use to pay their rent (e.g., cheque, e-transfer, etc.).
- ☐ Request rental payment receipts, and in cases of e-transfers, review:
  - Who the e-transfer was sent to
  - The amount of each payment
  - Frequency of payments
  - If the payment was made on time
  - Which bank was used

**Pro Tip:** Whenever possible, contact multiple landlords to assess a tenant's character objectively.

## NOTES:

In all communications with the prospective tenant, collect as much information as you can to fact check. Our pro tip: "trust but verify."

