

Quick Guide: Tenant Screening Questions



1. Date/time of call; tenant name & contact info
2. Please tell me a little about yourself. (Stay quiet and listen.)
3. Move-in date?
4. Preferred lease term?
5. How many people will be renting or living with you?
6. Do you smoke or vape?

- 7.** Have you given proper notice to your current landlord?
- 8.** Current address?
- 9.** Tell me about your income. Clarify (\$ per paycheck, frequency (1/mth, 2/mth, 1/2wks, weekly), type (FT, PT, contract, seasonal), and breakdown (salary, hourly, commission).
- 10.** We accept (e-transfer, PAD, etc.) for rent collection and a total \$XXX of <adhere to provincial regulations> due before possession. Will that be a problem?
- 11.** Please note I use background and credit checks as part of my screening. Do you have any concerns that I should be aware of?
- 12.** How did you hear about this rental?
- 13.** Set up viewing. Confirm date/time of viewing and instruct the caller to text ~1-2 hr. before viewing to confirm.

