

Screening and Qualification Worksheet

Names:	
Address of Interest:	Current Address:

Screening Questions

How many people will live in home?	How long married or living together?
Reason for moving from current address?	
Reason interest in moving to this area?	
Have given current landlord 30 days notice?	When desire to move in?
Any problems with previous landlord?	

Previous Landlord:

Address?	How much notice given?	Moved out yet?
Rent Current?	Rent ever late in last 12 months?	Rent ever 30 days late?
How long did they rent?	Need to keep any part of deposit?	Why?
Ask to move out or voluntarily moving?		If ask to move, why?
Other Comments:		

Rating scale: 1 = No way, 2 = Questionable, 3 = Okay, 4 = Good, 5 = Great

Phone Impression:	Application Impression:	In Person Impression:
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Rent Ratios and Employment

Our rent amount:	Their current rent	$(\text{Our rent} / \text{Current Rent}) * 100$
If Rent ratio is higher than 100% how do they plan on paying the additional amount?		
Is income Take Home or Gross	Monthly Income:	Monthly Debts:
$(\text{Rent} / \text{Total Income}) * 100. =$		
$((\text{Rent} + \text{Monthly Debit}) / \text{Total Income}) * 100. =$		
His Employer:	Length of Emp.	Emp. Outlook Rating:
Her Employer:	Length of Emp.	Emp. Outlook Rating:
Comments:		

Financial and Legal

Research on Case.Net	
Do they have a checking acct?	Do they have a savings acct?
Credit Score:	
Number of Bad Debts	
Comments:	