

Tenant Screening Checklist

Action Checklist — ClearLegalTips.com (2026)

Screen legally and pick great tenants.

Set Up (before advertising)

- ☐ Wrote objective criteria (e.g., income 2.5-3x rent, no recent evictions)
- ☐ Confirmed your state's application-fee rule Collect
- ☐ Same application for every applicant
- ☐ Income proof + ID
- ☐ Written screening consent (FCRA) Stay Legal (Fair Housing)
- ☐ No questions/decisions tied to a protected class
- ☐ Applied criteria EQUALLY to all Decide
- ☐ Verified employer + prior landlords
- ☐ Sent FCRA adverse-action notice if rejecting on a report
- ☐ Moved approved applicant to the lease

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