

TENANT SCREENING

Be Consistent – The Treatment You Give To One Must Be Done For All!!

Application – Ask the applicant to fully complete and sign the application. Review the application for accuracy. Request proof of identification at the time of completing the application...social security cards of all household members age 6 and over...and driver's license – check for accurate full names, date of birth, address, and social security number (will be necessary when ordering a credit report). Photocopy or write down all information needed. Ask the applicant to sign releases for landlord checks.



Landlord References – Contact the landlords of all family members – current and past. Use the attached Landlord Reference Report.



Credit References – Review the applicant's credit history within the last three (3) years.

1. CREDIT REFERENCES – contact credit references listed on the application.
2. CREDIT BUREAU – consider joining a credit bureau. A report will show how the applicant has handled other debts. Rating of R-1 are excellent. However, it can also show judgments, collections, bankruptcy, etc. A credit report can also be helpful in showing past addresses – possible landlords.
3. UTILITY COMPANIES – contact the utility company who services your property. Does the applicant have good credit history which will allow the service to be placed in their name?



Housekeeping – 1. HOMEVISIT INSPECTION – contact the applicant and schedule a time to visit their home. Consider taking someone with you as a witness to your findings. A camera can also be helpful. 2. HOME VISIT WAIVER – if the family is currently homeless or lives a great distance from you, a home visit may not be possible. In this case you may request the family sign a waiver which allows you monthly inspection of your property after the tenant moves in.



Criminal History – A criminal background check of all adult members can be provided through the Delaware State Police/State Bureau of Identification for a fee of \$37.50. The applicant must go to the Bureau of Identification in Dover. If the applicant does not wait for the report to be processed, it may take up to two (2) weeks for the report to be mailed. Consider why a person can be rejected – such as history which shows violent or drug related convictions.