

Landlord Tenant Screening Policy Template

This Tenant Screening Policy outlines the criteria and process used to evaluate prospective tenants for rental properties. The goal is to ensure a fair, consistent, and legal process that protects the property, the landlord, and other tenants while complying with all applicable laws, including the Fair Housing Act (FHA) and Fair Credit Reporting Act (FCRA).

1. Application Requirements

- All applicants must complete a rental application form in full.
- Government-issued photo identification is required for each applicant.
- A non-refundable application fee of \$____ is required to cover screening costs.
- Each adult (18 years or older) who will reside in the unit must submit a separate application.

2. Screening Criteria

The following criteria will be evaluated for each applicant:

- Credit History: Minimum credit score of ____; no recent bankruptcies or unpaid judgments.
- Rental History: Positive references from previous landlords; no evictions in the past ____ years.
- Employment & Income: Stable employment for at least ____ months; income at least ____ times the monthly rent.
- Criminal Background: No convictions for violent crimes, drug trafficking, or other serious offenses (subject to local laws).
- Other Factors: Number of occupants, pets, and other lease terms may be considered.

3. Verification Process

- Credit check through an approved screening service.
- Criminal background check (where legally permissible).
- Rental history verification via direct landlord contact.
- Employment and income verification via pay stubs, tax returns, or employer contact.

4. Approval & Denial

- Applications meeting all criteria will be approved, subject to unit availability.
- If multiple qualified applicants apply, the earliest complete application will be considered first.
- Applicants denied will receive an adverse action notice as required by law, stating the reason(s) for denial and credit reporting agency contact details.

5. Fair Housing Compliance

This policy is applied equally to all applicants regardless of race, color, religion, sex, disability, familial status, national origin, or any other protected class under federal, state, or local law.

6. Policy Acknowledgment

All applicants must sign an acknowledgment confirming they have read and understand this Tenant Screening Policy prior to application processing.

Landlord/Property Manager Signature

Date: _____