

THE PROPERTY MANAGER GUYS, LLC

TENANT SCREENING

Applicant(s): _____

Property: _____

Number of signers on the application

_____ Including occupants (18+) and co-signers. One point per signer.

Credit Report

_____ Credit Score. Average credit score of all occupants.

- FICO Score is > 740 (Excellent) – (8)
- FICO Score is > 720 (Great) – (7)
- FICO Score is > 680 (Good) – (5)
- FICO Score is > 620 (Average) – (4)
- FICO Score is > 580 (Low) – (1)
- FICO Score is < 580 (Poor) – (-1)
- NA for No Score – (-1)

*Add 20 points to applicant's credit score when a majority of negative issues are either medical or education loans. OR Add 20 points to applicant's credit score when tenant has limited credit history and total past due amount is low.

_____ Bankruptcy (discharged in the past 3 years)

- Applicant has never declared bankruptcy – (0)
- Applicant has declared bankruptcy for medical bills due to accident or illness – (-3)
- Applicant has declared bankruptcy for other reasons – (-5)

References

_____ Rent/Mortgage Payment. Average scores of all occupants.

- Applicant has always paid rent on time – (5)
- Applicant has paid rent late, 1-2 times/year – (4)
- Unable to get rental or mortgage payment history – (2)
- Applicant has paid rent late, 3+ times/year – (0)
- Applicant has been evicted – (-5)

_____ Landlord Recommendations. Average scores of all occupants

- Past and current landlords both gave good reference, no complaints, would re-rent to applicant – (5)
- Past and current landlords both gave mediocre reference, small complaints, might re-rent to applicant – (3)
- Cannot get reference from either landlord, but found no eviction history – (2)
- Applicant has never rented – (2)
- Past and/or current landlord gave poor reference, will not re-rent to applicant – (-5)

_____ Employment Information

- Information given by the employer and applicant match – (0)
- Information given by the employer and applicant don't match – (-3)

Income/Net Worth

_____ Income/Net Worth

- Individual's monthly income is $> 3.2x$ the monthly rent – (5)
- Individual's monthly income is $> 2.8x$ & $< 3.2x$ the monthly rent – (4)
- Individual's monthly income is $> 2.5x$ & $< 2.7x$ the monthly rent – (2)
- Individual's monthly income is $< 2.5x$ the monthly rent – (0)
- Co-signer* with FICO Score > 680 and monthly income $> 5x$ monthly rent – (5)
- Co-signer* with FICO Score > 680 and monthly income $> 4x$ monthly rent – (4)
- Co-signer* with FICO Score > 680 and monthly income $> 3x$ monthly rent – (3)

*Co-signer must be Florida resident or own property in Florida

Miscellaneous

_____ Additional Security Deposit

- Additional Month – (2)
- Additional Half-month – (1)

_____ Client Represented by Licensed Florida REALTOR – (1)

_____ Positive Client Interview with Leasing Agent – (1)

Pet Check

_____ Leasing Agent approves pets per pet policy (if applicable)

_____ Owner approves 2+ pets or 100+ pounds of pets (if applicable)

TOTAL SCORE: _____

Scoring: 16+ Accept
 13-15 Case-by-case review with Operations/Finance
 <12 Decline

Must get at least 2 points under the "Income/Net Worth" category to approve

Reviewed by: _____

Application Result: _____

If Denied, is an Adverse Action Notice required: Yes No

Adverse Action Sent to (email or address): _____

Date Sent: _____ Time Sent: _____