



New Tenant Screening Checklist

Application Submission & Completeness

Ensures a complete application is received and accurately reflects the applicant's information. Includes verifying all fields are filled and signatures are present.

Application Submission Date

Application Method

- ☐ Online Portal
- ☐ In-Person
- ☐ Mail

Number of Applicants Listed

All Adults Listed?

- ☐ Yes
- ☐ No

Notes on Application Completeness