

Pre-Screening Application Questions

General-purpose form, not legal advice. Landlord and tenant law varies by state and city — check your state's requirements before relying on this form.

Ask every enquiry the same questions in the same order and write the answers down. Consistency is what makes pre-screening fair and defensible. This stage collects what an applicant tells you; nothing here is verified, and no decision should be treated as final until the full application, income documents and any screening reports are complete.

ENQUIRY

DATE (MM/DD/YYYY)	TAKEN BY	PROPERTY AND ROOM OR UNIT
APPLICANT NAME	PHONE	EMAIL
WHERE THEY SAW THE LISTING		

TIMING

DESIRED MOVE-IN DATE (MM/DD/YYYY)	HOW FIRM IS THAT DATE	LEASE LENGTH WANTED
HAVE THEY GIVEN NOTICE AT THEIR CURRENT PLACE		

INCOME

STATED GROSS MONTHLY INCOME	RENT-TO-INCOME AGAINST THIS RENT	
EMPLOYER OR INCOME SOURCE	HOW LONG THERE	PROOF THEY CAN PROVIDE
ANY CO-SIGNER, AND THEIR STATED INCOME		

HOUSEHOLD

TOTAL PEOPLE WHO WOULD LIVE THERE	ADULTS TO BE ON THE LEASE
☐ Every adult will complete an application	☐ Every adult can meet the income standard

PETS, SMOKING, VEHICLES

PETS — TYPE, BREED, WEIGHT, COUNT	SMOKING OR VAPING
VEHICLES AND PARKING NEEDED	

An assistance animal is not a pet. It cannot be charged a pet fee or pet rent, and questions about a person's disability are limited by law. Ask only what the law allows and apply the same rule to everyone.

MOVE-IN MONEY

DEPOSIT REQUIRED	FIRST MONTH REQUIRED	CAN THEY MEET IT ON THE MOVE-IN DATE
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RENTAL HISTORY

CURRENT ADDRESS

HOW LONG THERE

REASON FOR MOVING

CURRENT LANDLORD NAME

CURRENT LANDLORD PHONE

FAIR HOUSING REMINDER — DO NOT ASK ABOUT THESE

Federal law prohibits decisions based on race, colour, national origin, religion, sex, familial status, or disability. Many states and cities protect more, such as source of income, age, marital status, sexual orientation, or gender identity. Ask about the tenancy, never about the person: how many people will live there, not whether they have children; whether every adult meets the income standard, not where they are from. Check what your own state and city protect and add them here.

ADDITIONAL PROTECTED CLASSES WHERE THIS PROPERTY IS

YOUR PUBLISHED RENTAL CRITERIA

Write your standards here, share them with every enquiry before anyone pays a fee, and apply them the same way to everyone.

OUTCOME

☐ Invited to apply

☐ Not a fit — timing

☐ Not a fit — income standard

☐ Not a fit — pets, smoking or occupancy

☐ Applicant did not proceed

☐ Follow up on (date)

NOTES