

# The Property Management Connection, 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)

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### 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)
- Net worth (not inc. car/personal property) greater than 50x the monthly rent — (5)
- Net worth (not inc. car/personal property) greater than 35x the monthly rent — (4)
- Net worth (not inc. car/personal property) greater than 20x the monthly rent — (3)
- 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 Tennessee resident or own property in Tennessee.

### Miscellaneous

\_\_\_\_ Additional Security deposit

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

\_\_\_\_ Client Represented by Licensed Tennessee REALTOR — (1)

\_\_\_\_ Positive Client interview with Trevor or Sarah — (1)

### Pet Check

\_\_\_\_ Sarah or Kyle 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 Owner  
                      <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 (e-mail or address): \_\_\_\_\_

Date Sent: \_\_\_\_\_

Time Sent: \_\_\_\_\_