

# Tenant Screening Checklist



Be consistent and periodically review your policies

Make sure the overall policy does not have a disparate impact on a protected class

Make sure the policy is justified and is "necessary to achieve a substantial, legitimate, nondiscriminatory interest"



Keep all records - even for tenants that were not accepted - for 10 years

Use a written form, but don't get too personal with the questions



OK to ask about:

- Pets
- List of people who will live in the unit
- Income
- Employment
- Rental history
- Credit report

Send an "adverse action letter" specifying the reasons for rejecting an application



Don't screen over the telephone

Make sure your policy is in writing



Criminal records:

- Do not automatically reject applicant
- Generally should not consider arrests
- Make case-by-case determinations
- Consider mitigating circumstances
- Set a reasonable lookback period
- Evaluate criminal records last

Follow the Fair Credit Reporting Act requirements

Call your attorney or Florida Realtors Legal Hotline when in doubt