



Tenant-Finder™

Pre-Screening Telephone Worksheet

- | | |
|--|---|
| <p>1. Name(s) _____
_____</p> | <p>2. Phone _____
<i>Why am I asking this? To schedule appointments</i></p> |
| <p>4. How many adults _____
<i>Why am I asking this? Need to know. All adults go on lease.</i></p> | <p>3. Work # _____
<i>Why am I asking this? To schedule appointments</i></p> |
| <p>6. # of children _____
<i>Why am I asking this? Need to know. Safety reasons.</i></p> | <p>5. Cell # _____
<i>Why am I asking this? To schedule appointments</i></p> |
| <p>8. # of Pets _____</p> | <p>7. Occupancy Date _____
<i>Why am I asking this? To Confirm Rental Availability</i></p> |
| <p>9. What Kind(s) _____
<i>Need to know if a pet agreement is needed. (or if you do not accept pets, this interview is over.)</i></p> | |
| <p>10. Smoking _____
<i>If you do not accept smoking, this interview is over.</i></p> | <p>11. # Vehicles _____
<i>Does the property accommodate their parking needs?</i></p> |
| <p>12. Reason for moving _____
<i>Need to know. Is tenant being evicted? Problems with landlord?</i></p> | |
| <p>13. Landlord Reference ? _____
<i>Did present landlord have a good or bad experience?</i></p> | <p>14. Credit _____
<i>Anything to hide? Pays bills and rent on time?</i></p> |
| <p>15. Area Searching In _____
<i>If this rental doesn't work out, you may be able to offer the applicant an alternative.</i></p> | |
| <p>16. Length of Lease _____
<i>For How long is this applicant willing to commit ?</i></p> | |
| <p>17. Meets Security Deposit Requirement? _____
<i>Can this applicant afford to move in to your rental ?</i></p> | |
| <p>18. Was applicant cooperative on this interview ? _____
<i>The level of cooperation on the first telephone contact is an indication of how cooperative this person will be as your tenant.</i></p> | |

MONEY
0 2 3
PROPERTY
1 2 3
CREDIT
0 2 3
TENANT
0 2 3
TIMING
1 2 3

TOTAL SCORE = _____

Score your Tenant-Finder™ Worksheet to help you evaluate the prospective applicant. Before making an appointment to show your property to an applicant, examine your findings. **The LPA Tenant-Finder™ Prospect Qualifying Chart** will help you determine a more accurate score for each applicant.