



Tenant-Finder™

Pre-Screening Telephone Worksheet

1. Name(s) _____

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

MONEY

0 2 3

PEOPLE

1 2 3

CREDIT

0 2 3

RENT

0 2 3

TIME

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.