

Completed Application Checklist

- ❑ Double-check that the application lists the correct screening company on both the application and the screening criteria. Screening companies cannot screen applications if a different company is listed – it would risk their credentialing with the consumer credit reporting agency they utilize.
- ❑ Double-check with the applicant that they chose the correct application type. For example, if the application says “Co-Signer” we will screen the application against the co-signer criteria – so it is crucial that this is correct. If they chose the incorrect application type, send it back and have them select the right type.
- ❑ Ensure the application was signed by the applicant. If not, get the signature.
- ❑ Double-check that the name listed on the application is the correct and legal spelling as per the photo identification. If this is not the case, correct the spelling prior to sending the application into screening.
- ❑ Double-check that the date of birth listed on the application is the correct and legal date of birth listed on the photo identification. If this is not the case, correct the date of birth prior to sending the application for screening.
- ❑ Ensure that the applicant listed all other names that they have gone by in the “PREVIOUS NAMES, ALIASES, OR NICKNAMES USED” area.
- ❑ Double-check with the applicant that the current address listed on their application is where they are physically residing at the moment. If this is not the case, send the application back to the applicant so that it can be accurately completed and explain that having inaccurate information on the application may result in a denial.
- ❑ Double-check that all addresses listed on the application as a current or previous residence have a landlord's name, phone number, and address listed. If there is no information in the landlord area, ask the applicant if they are claiming ownership of the property. If they are, put down “self” in the landlord area. If they accidentally left it blank, send it back to the applicant to complete.
- ❑ Double check with the applicant that the employer listed as “Current Employer” is actually where the applicant is currently working. If this is not the case, send the application back to the applicant so that it can be accurately completed and explain that having inaccurate information on the application may result in a denial.
- ❑ Ensure that the name, phone number, and address of every employer are listed. If any employer is missing this information, send the application back for the applicant to complete.
- ❑ Ensure the applicant answered all the questions asked. If questions are missing answers, send the application back to the applicant so they answer the questions that were left blank.
- ❑ Open up all the attachments that the applicant included with their application. Ensure it is not password protected. If it is password protected, ask for the password or for an unprotected document. Ensure it is legible and not blurry. If it is not readable, ask for a legible version.
- ❑ Ensure the applicant DID NOT list their own address and/or phone number in the landlord or employer fields unless they are the owner of the residence or they are self-employed.
- ❑ If applicant is claiming a housing voucher, ensure the voucher is listed on the application and that there is a housing voucher attached.