



Websites: www.tenent.eu

Email: info@tenent.eu

QuickStart Guide
Process of
Pre-screening Tenants

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Step 1

Set your minimum requirements



Step 2

Advertisement Pre-screening



Step 3

First-contact Pre-screening



Step 4

Fact-to-face Pre-screening

Setting Minimum Requirements (Examples)

The first step for a landlord is to set minimum requirements to be used to filter potential tenants during the pre-screening and in-depth screening phases. Evidence should be requested where possible.



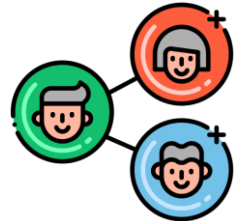
Income

- Level of income (i.e. > 3x monthly rent)
- Stability of income (i.e. employment, social insurance, etc.)



Background check

- Criminal/sex offender history
- Judgments/liens



References

- References from past landlords
- References from family/friends



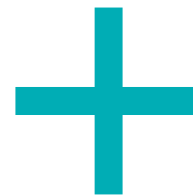
Tenant's Credit Score

- Shows willingness and ability to pay bills
- Shows level of financial responsibility



Eviction Records

- Check whether any previous landlords have evicted the tenant and the reason/s why



Other

- Smoker/non-smoker
- No-pet requirement
- No. of people living in the apartment

Pre-Screening Through Advertising


Once the requirements have been set, the initial filtering starts from the advertisement post. The landlord should add most, if not all, requirements on the post in order to narrow down the number of calls from potential tenants. As a result the landlord will save time from taking calls or taking individuals for viewings that do not fall within the criteria. An example is presented below.

Before

www.listingswebsiteexample.com

Apartment in Strovolos, Nicosia

Photos




Description

- 3 bedroom (one en-suite)
- 2 bathrooms
- Furnished
- Brand new
- Located in a good area of Nicosia
- Close to amenities
- 10-minute drive from the center

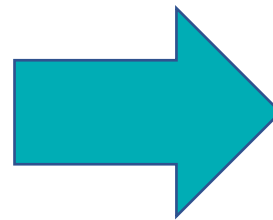
Asking Rent

€1,000 /month



Contact Us

Show more




After

www.listingswebsiteexample.com

Apartment in Strovolos, Nicosia

Photos




Description

- 3 bedroom (one en-suite)
- 2 bathrooms
- Furnished
- **Tenant requirements**
 - **Income at least 3x asking rent**
 - **Reference from previous landlord**
 - **No pets allowed**

Asking Rent

€1,000 /month

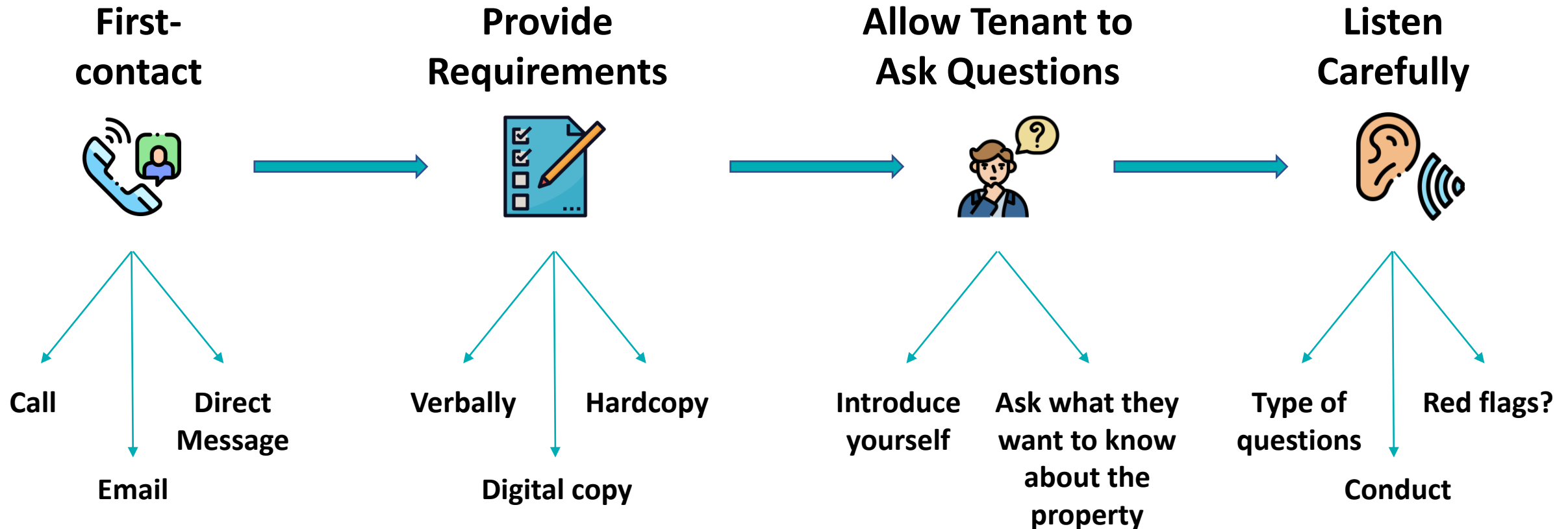


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Pre-Screening Through First Contact

After advertising the property, the landlord will start receiving calls from potential tenants. During this first-contact, the landlord will have an opportunity to screen tenants further, therefore narrowing down candidates who fall under his/her set of requirements. Allowing potential candidates to talk and listen carefully is important to better understand the background of the candidate. It is also important to be prepared to answer any questions the candidate may have.



Pre-Screening In Person

Once you have selected your most suitable candidates you can then pre-screen the tenant in person. This phase is merely an unofficial pre-screening of tenants before the filing of paperwork. Things to consider include:



How are they dressed?

- This may indicate how serious and mature a person is



Who accompanies them?

- This may indicate who might live with the candidate



How is their conduct?

- Are they respectful?
- Are they polite?



What is the state of their car?

- A car that is highly untidy may indicate an untidy candidate



Do they make eye contact?

- This may indicate if the candidate is honest or not

Screening of Paperwork

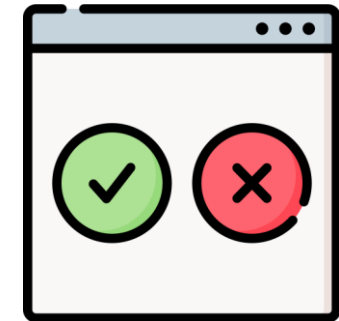
Once the pre-screening phase has ended, the screening through paperwork begins. At this phase, the landlord requests a set of documents to confirm the ability of the candidate to pay the rent and to keep the property in a good state throughout the tenancy. This process can take days or even weeks to complete. However, when it is outsourced, it can take a shorter amount of time to complete.



Landlord requests documents from tenant and processes them



Once processed the landlord approves or rejects the tenant's application



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