

# Rooming House Screening

## 1. Verification of Documents to be Submitted

Thanks for talking to me today regarding the units.

Below are the items needed to proceed with renting the unit.

1. Identification/State ID/Driver's License
2. Social Security Card
3. Income Verification (4 Most Recent Paycheck Stubs)
4. One (1) Professional Reference (Name, Email Address, & Phone Number)

## 2. Unit Cost Including Move-In Cash Breakdown

Confirm unit of interest from video, then break down all costs and fees and ensure that they are ok with automatic payments.

Once all of the documents have been received, you can set up the Apartments.com account for automatic rent payments.

## 3. Phone Screening

Tell them the area the property is located in, the major cross streets, and the basic house setup (W/D, number of bathrooms, current tenant count, WIFI included, etc.). Explain that if you all decide to move forward, you will then provide the exact address.

- Are you familiar with the city/neighborhood where the property is located?
- Are you comfortable living with individuals from diverse backgrounds — including those transitioning from incarceration, sober living homes, or who are transgender — as well as people whose life experiences may differ from your own?
- Have you ever lived in a shared space before? How did that work out for you? What do you do if you have conflict with someone or multiple house mates?
- Are you seeking to lease the room for yourself alone? (explain guest policy)
- What are your sources of income to pay the rent?
- Do you have any pets? (no pets allowed)
- Do you smoke cigs? (explain drug-free policy, and any cigarette smoking must take place outside.)
- Do you have a checking account?
- What is your current living situation? How many months/years have you lived at your current residence?
- Current Rent Per Month?
- Desired Move-in Date?
- Do you have internet access to upload and send documents through email?

Follow up with an email with the required documentation needed.

## Move-In Checklist

Tenant Name \_\_\_\_\_, Property \_\_\_\_\_ Unit \_\_\_\_\_ Date \_\_\_\_\_

Identification	
Social Security Card	
Professional Reference (Name, Phone Number, & Email Address)	
Property House Rules	
Disclosure of Information on Lead-Based Paint Hazards	
Supplies in closets, salt for ice/snow	
Do NOT flush anything down the toilet, but tissue and the sink drains, only fluids NO for all drains: Food, food fluids, foreign objects, grease, feminine products, paper towels, wet wipes, dental floss, Q-tips/cotton balls, pills, cigarette butts	
Setup Apartments.com for automatic payments	
Apartments.com does not show an accurate balance. Pay rent weekly or bi-weekly without skipping payments. If a payment fails, you have to resubmit it the same day for the same amount, due to the early withdrawal time.	
Door Code – automatically locks Do NOT give anyone else your door code.	
Unit door key	
Move-In \$/Receipt	
Leases Initialed & Signed (2)	
Wifi Access	

Door Code
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Professional Reference (Name, Phone Number, & Email Address)	Emergency Contact