

# Tenant screening process checklist

Best Landlord Software | Version 2026-10-15. Progress record only, not a legal result. No tenant identity needed.

## Prepare

- ☐ Set lawful written criteria before reviewing applications.
- ☐ Confirm report scope, fee, payer and local rules.
- ☐ Confirm housing purpose and provider requirements.
- ☐ Follow the correct disclosure, consent and identity steps.

## Review facts

- ☐ Check report identity, package and date.
- ☐ Read missing-data and coverage limits; do not infer a clean result.
- ☐ Verify relevant application and reference facts consistently.
- ☐ Give the correct dispute route for possible report errors.

## Decision and records

- ☐ Apply lawful criteria and retain the actual decision reason.
- ☐ Check adverse-action notice and any score disclosure duties.
- ☐ Retain the notice actually sent and its date.
- ☐ Limit report access and follow lawful retention and secure disposal.

Sources checked 2026-10-15: FTC consumer-report guidance, HUD fair-housing rights and IRS Publication 527. Verify current local requirements. Keep private evidence in your own secure files.

Return: <https://bestlandlordsoftware.com/tenant-screening/tenant-screening-checklist/>