SCREENING SYSTEM STARTER PACK

# Applicant Requirements Checklist

A template you complete for each property, then give to applicants

**Starter Pack: Client-Facing** | Requires Local Legal Review | Physical Binder Approved

Starter Pack document 01 | Version 1.0 | Date issued: _____

**Complete the brackets before use.** These are your own written requirements. They must be applied the same way to every applicant. Not every item is a legal requirement; confirm locally what you may ask for.

| | |
|---|---|
| **Property / unit** | |
| **Application deadline** | |
| **How to apply** | |
| **Contact person** | |
| **Contact phone and email** | |
| **Expected review time** | |
| **Privacy contact** | |

## A. Required to submit an application

| Requirement | Done | Notes |
|---|---|---|
| Completed application form, signed and dated | ☐ Included | |
| Contact details | ☐ Included | |
| Current address and how long you have lived there | ☐ Included | |
| Current landlord or manager contact (or N/A with an explanation) | ☐ Included | |
| Income you will use to pay rent, and how it can be verified | ☐ Included | |
| Signed consent for references and checks | ☐ Included | |
| [Other requirement] | ☐ Included | |

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## B. Required before final approval

| Item | Done | Notes |
|---|---|---|
| Document to verify income | ☐ Provided | |
| Completed landlord reference | ☐ Provided | |
| Credit check, only where used and lawful, after written consent | ☐ Provided | |
| Identity confirmation, only where lawful and necessary (viewed, not copied) | ☐ Provided | |
| [Other step] | ☐ Provided | |

## C. Required only if it applies to you

| Item | Check | Notes |
|---|---|---|
| Previous landlord contact, if at current address less than [__] years | ☐ Applies | |
| Guarantor or co-signer, only where permitted | ☐ Applies | |
| Pet information | ☐ Applies | |
| Parking needs | ☐ Applies | |
| Accommodation request, at any time. No medical information needed. | ☐ Applies | |

## D. Do not send these by email or text

Social Insurance or Social Security Number, bank account numbers, online banking passwords or logins, credit card numbers, copies of government ID, or medical information. If something sensitive is needed, you will be told why and given a secure way to provide it.

## Questions, corrections, and accommodation

**Questions:** contact the person above before you apply. **Corrections:** tell the privacy contact in writing if you believe information used is inaccurate. **Accommodation:** tell the contact person; you do not need to share a diagnosis.

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