SCREENING SYSTEM STARTER PACK

Application Fields Checklist

Decide which fields your own application form should include, and why

Starter Pack: Internal | Requires Local Legal Review | Physical Binder Approved

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Not legal advice. This tool is an educational and operational template, not legal advice. Laws differ by province, state, municipality, and property type. Review and adapt this material with a qualified professional familiar with the laws governing the property before use.

This is a checklist, not an application form. Use it to build or review your own form. For each field, decide whether to include it, confirm local rules for fields marked Yes under Local review, and remove any field you do not need.

Use	Field	Status	Why requested	Local review	Privacy level	Retain?
☐	Property and unit	Req (landlord)	Identify the vacancy	No	Low	With decision record
☐	Applicant name	Required	Identify the applicant	No	Medium	With decision record
☐	Other names used	Conditional	Match history and references	No	Medium	With decision record
☐	Contact details	Required	Communicate about the application	No	Low	With decision record
☐	Current address and dates	Required	Verify rental history	No	Medium	Per your retention schedule
☐	Previous address	Conditional	Fill short history gaps	No	Medium	Per your retention schedule
☐	Number of occupants	Required	Confirm unit suits household size	Yes	Medium	Per your retention schedule
☐	Other adult occupants	Conditional	Identify adults party to the tenancy	Yes	Medium	Per your retention schedule
☐	Move-in date and lease term	Required	Match availability and lease offered	No	Low	With decision record
☐	Employment or main income	Required	Assess ability to pay rent	Yes	High	Summary only; destroy documents Per your retention schedule
☐	Other lawful income	Optional	Include all income the applicant chooses to rely on	Yes	High	Summary only
☐	Income verification contact	Optional	Confirm income with consent	Yes	High	Per your retention schedule
☐	Current landlord	Required	Confirm payment and lease history	No	Medium	Per your retention schedule

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Use	Field	Status	Why requested	Local review	Privacy level	Retain?
☐	Previous landlord	Conditional	Confirm longer history	No	Medium	Per your retention schedule
☐	Pets	Conditional	Apply pet policy	Yes	Low	If approved, with lease
☐	Vehicles and parking	Optional	Allocate parking	No	Low	If approved, with lease
☐	Applicant questions	Optional	Answer before review	No	Low	Not needed after answer
☐	Accommodation request	Optional	Respond through a fair process	Yes	High	Separately, limited access
☐	Consent and authorization	Required	Permit references and checks	Yes	Medium	With decision record
☐	Certification and signature	Required	Confirm accuracy	Yes	Low	With decision record

Elements every form should have

- ☐ A short, professional introduction
- ☐ Property and unit details
- ☐ Which fields are required, optional, or conditional
- ☐ A privacy notice, worded after local review
- ☐ Consent and authorization wording, after local review
- ☐ An accommodation or accessibility request pathway
- ☐ An applicant certification and signature
- ☐ Submission instructions, expected review time, and a contact for questions

Never ask for

Social Insurance or Social Security Numbers, banking passwords or full login information, medical information, unnecessary government ID copies, protected-class information (such as race, religion, sex, gender identity, sexual orientation, age, marital or family status, disability, or source of income where protected), or private information unrelated to the rental decision.

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