SCREENING SYSTEM STARTER PACK

Basic Application Completeness Checklist

Confirm an application is complete before you review it

Starter Pack: Internal **Secure Digital Storage Only**

Starter Pack document 04 | Version 1.0 | Date issued: _____

Blank template may be kept in the binder. Completed copies contain applicant information: secure digital storage only.

Applicant reference	
Property / unit and date received	

Check	Result	Notes
All required fields completed	☐ Yes ☐ No ☐ N/A	
Contact details present	☐ Yes ☐ No ☐ N/A	
Occupants listed	☐ Yes ☐ No ☐ N/A	
Move-in date provided	☐ Yes ☐ No ☐ N/A	
Income information provided	☐ Yes ☐ No ☐ N/A	
Rental history provided	☐ Yes ☐ No ☐ N/A	
References provided	☐ Yes ☐ No ☐ N/A	
Consent records complete	☐ Yes ☐ No ☐ N/A	
Required verification completed	☐ Yes ☐ No ☐ N/A	
Missing information identified	☐ Yes ☐ No ☐ N/A	
Follow-up sent (date)	☐ Yes ☐ No ☐ N/A	

Status

☐ Complete ☐ Incomplete ☐ Awaiting clarification ☐ Ready for decision ☐ Closed

Status	Use when
Complete	Every required item is present
Incomplete	A required item is missing
Awaiting clarification	A written request was sent
Ready for decision	Complete and verified
Closed	Withdrawn, or not completed after follow-up

Date reviewed / reviewer initials	