SCREENING SYSTEM STARTER PACK

Legal-Review Checklist

Plan what a qualified local professional should review before you use this pack

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.

Topics to review

Topic	Status	Notes
Application questions and fields you plan to use	☐ Reviewed	
Income standards and source-of-income rules	☐ Reviewed	
Occupancy questions and limits	☐ Reviewed	
Credit checks: permission, provider, consent, and notices	☐ Reviewed	
Consent and authorization wording	☐ Reviewed	
Privacy notice, access, and correction rights	☐ Reviewed	
Decline or adverse-action notices	☐ Reviewed	
Accommodation process	☐ Reviewed	
Deposit and fee rules	☐ Reviewed	
Record retention and destruction periods	☐ Reviewed	

Documents in this pack that require local review

#	Document	Reviewed
01	Applicant Requirements Checklist	☐
02	Application Fields Checklist	☐
03	Supporting Documents Checklist	☐
06	Credit Review Categories	☐
08	Privacy and Data-Handling Checklist	☐
10	Jurisdiction Adaptation Worksheet	☐
11	Legal-Review Checklist	☐

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Questions to bring to your reviewer

1. Which province or state, and which municipality, governs the property, and does any local rule restrict application questions?
2. Is source of income, or any other characteristic the client considers, protected where the property is located?
3. Will the client use credit checks, and what consent, provider, and notice rules apply there?
4. What decline or adverse-action notices, if any, must the client send, and what must they contain?
5. How long must, or may, the client keep application records, and who is the client's local professional reviewer?

Reviewer Name, firm, contact	
Date	
Changes required	

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