SCREENING SYSTEM STARTER PACK

Supporting Documents Checklist

What applicants may be asked to provide, why, and how it is handled

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

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Do not collect or retain more information than is reasonably necessary for the stated purpose.

Please do not send Social Insurance or Social Security Numbers, banking passwords, full bank statements unless specifically requested, copies of ID, or medical information by email or text.

Documents you may be asked for

Category	Purpose	Acceptable examples	Less-invasive alternative	When requested
Identity verification	Confirm the applicant is who they say they are, where lawful and necessary.	Government-issued photo ID shown in person or by secure video	View the ID and record only that it was confirmed. Do not copy it.	Before final approval
Income verification	Assess ability to pay rent against the written standard.	Recent pay stubs, employer letter, benefit or pension statement, tax notice, accountant letter	One recent document. Cover account numbers and unrelated items.	After a complete application
Employment verification	Confirm the employment or contract that supports income.	Employer letter, contract, call to the employer's main line with consent	Applicant-supplied letter instead of a call.	After consent is recorded
Rental history	Confirm past tenancy obligations were met.	Landlord reference, rent ledger, rent receipts	Written reference, or receipts where no landlord can be reached.	After consent is recorded
References	Gather factual information from people who managed or paid the applicant.	Current and previous landlord, employer or income verifier	Written reference from a verified address.	After consent is recorded
Credit authorization	Allow a lawful credit check where your process uses one.	Signed consent for a credit check through a provider permitted locally	Rental and income verification alone.	Only after a complete application
Other property-specific requirements	Meet a lawful, written requirement of this property.	[Describe the document]	[Describe a less-invasive option]	[When]

How each category is handled (landlord reference)

Category	Who can access	Copy necessary?	Where stored	When destroyed
Identity verification	Decision owner only	Usually no. Record the confirmation, not the document.	Confirmation note in secure applicant file	With the applicant file, per your retention schedule
Income verification	Reviewer and decision owner	Only if your process requires it. Otherwise record what was seen.	Secure applicant file	Per your retention schedule
Employment verification	Reviewer	No. Record the facts in your verification notes.	Secure applicant file	Per your retention schedule
Rental history	Reviewer	No. Record the facts in your verification notes.	Secure applicant file	Per your retention schedule
References	Reviewer	No. Record the answers in your reference notes.	Secure applicant file	Per your retention schedule
Credit authorization	Decision owner only	Keep the authorization. Never file the full report in the binder.	Secure applicant file; short credit summary	Per your retention schedule and provider terms
Other property-specific requirements	[Who]	[Yes / No]	[Where]	[When]

Confirm each handling rule with a qualified local professional before use. Use only where lawful and necessary. Confirm with local counsel.

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