SCREENING SYSTEM STARTER PACK

Welcome and How to Use This Pack

What is in this pack, who it is for, and the order to use it

Starter Pack: Internal | **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.

What this pack is

The Screening System Starter Pack is a generic, educational toolkit. It helps you understand the parts of a consistent, documented rental application process and organize your own process independently. It does not include a customized application form or property-specific documents; you adapt each document yourself.

Who it is for

Professional small landlords and property managers who want written requirements, a clear order for collecting information, and a record of each decision.

What is included, and the order to use it

#	Document	Use it to	Label
11	Legal-Review Checklist	Plan what a local professional must review	Internal
10	Jurisdiction Adaptation Worksheet	Record the local rules that apply	Internal
09	What to Collect and When Workflow	See the fifteen stages on one page	Internal
02	Application Fields Checklist	Decide which fields your own form should include	Internal
01	Applicant Requirements Checklist	Tell applicants what you need	Client-Facing
03	Supporting Documents Checklist	Explain what may be requested and how it is handled	Client-Facing
04	Basic Application Completeness Checklist	Confirm an application is complete	Internal
05	Basic Reference Question Framework	Ask consistent, factual reference questions	Internal
06	Credit Review Categories	Review credit information consistently, where lawful	Internal
07	Yes / Maybe / No Decision Framework	Apply your written standards the same way	Internal
08	Privacy and Data-Handling Checklist	Protect, store, and destroy information	Internal

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Labels

Label	Meaning
Client-Facing	You give it to applicants.
Internal	Stays inside your business.
Requires Local Legal Review	Have a qualified local professional review it before use.
Physical Binder Approved	Safe to keep in a binder. Contains no applicant information.
Secure Digital Storage Only	Completed copies contain applicant information; keep them in secure digital storage.

Your responsibilities

- Set lawful, written requirements and apply them consistently.
- Make every tenant decision yourself.
- Obtain local legal advice before using these documents.
- Protect applicant information and keep it out of any binder.

LTI provides education and templates. LTI does not provide legal advice, screen applicants, or make tenant decisions. If you would like LTI to build a customized system with you, ask about the Tenant-Ready Lease-Up Sprint.

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