SCREENING SYSTEM STARTER PACK

Yes / Maybe / No Decision Framework

Apply your written standards the same way to every applicant

Starter Pack: Internal | **Physical Binder Approved**

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This framework supports consistent decisions. It does not make the decision for the landlord.

YES

Every written standard is met and nothing material is unresolved.

- All required information complete
- Standards met
- No unresolved material inconsistencies

Next step: Record the decision, then offer the unit subject to final steps.

MAYBE

More information, clarification, or a documented exception is needed.

- Missing information
- Clarification required
- Exception requiring a documented rationale
- Professional review required

Next step: Request in writing with a deadline. Record any exception and check that similar applicants would be treated the same way.

NO

A written reason exists for not proceeding.

- Written standard not met
- Required information not provided after follow-up
- Material inconsistency not resolved
- Legal or policy reason for closing (confirm locally)

Next step: Record the decision and the standard relied on. Confirm locally whether a specific notice is required. Give accurate reasons only.

Order of review

1. Confirm the application is complete.
2. Check each YES criterion.
3. If any is not met, work through MAYBE.
4. Use NO only for a written reason listed above.
5. Record the decision before telling the applicant.

Never record or rely on any characteristic protected where the property is located.

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