Phase 1: First Contact, Qualifying & Approving A Prospect

***CHECKLIST***

Use the checklist below to complete all the actions necessary to ensure a smooth, successful move in of your new tenant!

\_\_\_\_\_ Complete Phone Card or Guest Card *(Form 1a or 1b)*

\_\_\_\_\_ Review Qualifying Criteria *(Form 1c)*

\_\_\_\_\_ Schedule a Meeting with Prospect at Property

\_\_\_\_\_ Show Rental Property

\_\_\_\_\_ Complete Application *COMPLETELY* *(Form 1d)*

\_\_\_\_\_ Collect Application Fee

\_\_\_\_\_ Screen Tenant ([www.landlording101.com](http://www.landlording101.com))

Package Chosen: \_\_\_\_\_ CPMS \_\_\_\_\_ CPME \_\_\_\_\_ CPMD

\_\_\_\_\_ Determine If Approved:

If Yes:

\_\_\_\_\_ Collect Security Deposit

\_\_\_\_\_ Review Move In Cost Sheet *(Form 1e)*

\_\_\_\_\_ Schedule Move In Meeting

If Yes, *but raising Deposit Amount*

\_\_\_\_\_ Also Have Tenant Sign Letter Requiring Increase in Deposit

If Not Approved:

\_\_\_\_\_ Send Tenant Rejection Letter *(Form 1g)*