Tenant Application & Selection

Good tenants help our owners have peace of mind by knowing they will have rental income though timely rental payments and assurance their property will remain relatively safe and undamaged. A bad tenant, on the other hand, leaves our owners in anxiety about their investment and security of their additional income. Ultimately a good tenant secures our position as a great property management company and a bad tenant places our services and business at risk.

Any prospective tenant can act like the best tenant in the world during the initial walk-through. To make sure we get the best renters for our units, it is important to screen every prospective tenant thoroughly before allowing them to sign a lease.

After a tenant expresses interest in one of our units and they agree that the location and price is agreeable with their lifestyle, proceed through the selection process outlined below before allowing them to sign a lease.

Guidelines

After proceeding with the outline of steps below, please follow the guidelines below to determine if a tenant is a good tenant for one of our units

Employment & Salary

Tenants should have stable employment and make at least 3x the rent. If the tenant is on fixed income or receives income by another means, their income should be 3x the rent. If the tenant has an award letter from a Section 8 agency, then there is not a salary requirement.

Prospective tenants must provide 2 months of paystubs for proof of income. In addition, we must call their current employer, listed on their application, to verify their employment status. When verifying employment please speak with the Human Resources Department or their prospective tenant's supervisor or manager

Credit Score

The tenant and each co-applicant must have a credit score of 600

Criminal

No sexual, violent, or drug-related crimes on their background check

Rental History:

We require good references from previous landlords. Using the tenant's application, call the previous landlord and ask the following questions:

1. How long has the tenant lived there?
2. Why is the tenant moving?
3. What is their monthly rent?
4. How did they upkeep the unit?
5. Any disturbances?
6. How many late payments?
7. How did you screen the tenant before accepting him/her?
8. Would you recommend the tenant?

Security Deposit

The security deposit can be no less than one month's rent. If the tenant has risk factors such as poor rental history or some derogatory credit marks, we will collect up to two and a half month's rent as a security deposit. The amount depends on the overall application. In the tenant's Turbo Tenant profile, Turbo Tenant gives good suggestions on how to calculate security deposits for low scoring prospective tenants.

Public Assistance

Some tenants use Section 8 or other charitable organizations to cover the rental payments. Prospective tenants must provide an award letter or other certification from the awarding agency as proof of rental payments. We must also contact the agency to verify and begin the process for collecting the rental payment from the organizations.

[List of Section 8 Agencies in PA](#)

Tenant Application

- View the Tenant Application through mysmartmove.com
- Have tenant provide you with the following information via application:
  - Current Address, Unit #, City, State, Zip Code, From, to, Monthly Payment/Rental amount, Landlord Manager Name, Phone, Reason for leaving this address
  - Previous Address,Unit #, City, State, Zip Code, From, to, Monthly Payment/Rental amount, Landlord Manager Name, Phone, Reason for leaving this address
    - Personal References & Relatives:
      - Name, Relationship, Address, Phone, Known Since (both lines)
      - Emergency Contact: Name, Relationship, Address, Phone, Known Since

- Employment Information:
  - Current Employer, Address, City, State, Zip Code, Position, Employed Since, Monthly Gross INcome, Supervisor Name, Phone
  - Previous Employer, Address, City, State, Zip Code, Position, Employed Since, Monthly Gross INcome, Supervisor Name, Phone
- Applicant Signature
- Date
- Remove the "Time" Field
- Click "Continue"

Background Check

A background check gives a detailed report of the tenant's credit and criminal history.

- Login to mysmartmove.com or Turbo Tenant: https://rental.turbotenant.com/.
- On the "Properties" Page, find the property of the unit the tenant would like to rent
  - If the property is not listed, click "Add New Property" and enter in: Property Title (Property address, Street address, Unit, City, State, Zip, Property Type, Bedrooms, Bath.
  - Click Next
- Click "Applicants" in the left hand pane
- Click "Invite Renter to Apply"
- In the drop down menu, under "Property Applying To" choose the proposed property
- Chose Email Invite
- Enter the tenant's First Name and Last Name
- Click Invite.
- You will receive a notification once the tenant completes the background check application
- You will receive another notification once the background reports are back.
- To view the reports, login to Turbo Tenant
- Click Dashboard
- Click Applicants
- Click "View Applicant" next to the tenant's name
- Click through the various tabs "Summary, Application, Screening Report and Message" to view the prospective tenant's reports

Additional Reading

How to Screen Potential Tenants – Questions, Credit & Background Check