Rental application assessment form

FORM TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Name _____ Role _____ Date _____

* Required

Assess every applicant the same way, against the same criteria, and never on grounds your local anti-discrimination laws protect.

Property *

Application reference *

Identity checked? *

☐ Yes ☐ No

Income checked? *

☐ Yes ☐ No

References checked

☐ Previous landlord or agent ☐ Employer ☐ Personal reference ☐ Tenancy database

Rent as a percentage of income

_____ %

Recommendation *

○ Approve ○ Decline ○ Ask for more information

Reasons *

Based on your criteria.

For the reviewer

Reviewed by _____ Decision _____ Date _____ Notes _____