



Tenant Screening Procedure

Below is a brief outline of what you should be prepared to present as proof of creditworthiness along with the lease application:

- 1) Complete the lease application form (see next pages). Include the contact information of a previous landlord, your employer information, income information name social security number, date of birth, address, phone number, email address, etc. **Please provide copies of the last two paycheck stubs/income source for the applicant and co-applicant.**
- 2) Hawkins Realty Group uses an online service that completes a background check, verifies credit history and public records. This service requires a **\$35.00** application fee, per applicant, made payable to Hawkins Realty Group at the time the application is submitted. **This fee is non refundable.**
- 3) We require that your credit score is at least 600, or if it is lower there should be no negative credit reporting within the last 2 years.
- 4) If you have previously owned a home, and do not have a recent landlord reference, you may simply state that and indicate whether you sold your home or are leasing it out. If you lost a home due to foreclosure or a similar circumstance you may explain that on the application.
- 5) The final leasing approval is the landlord's decision and not Hawkins Realty Group. If you have extenuating circumstances on your credit report Hawkins Realty Group will work with you to present all the facts to the Landlord.
- 6) **We will require a copy of all applicants valid driver's license.**
- 7) **Sign waiver and release to run credit check and background check.**

Checklist for Submitting an Application:

- ☐ **Copy of Identification for applicant and co-applicant**
- ☐ **Copy of past two pay stubs for each applicant, or income statement**
- ☐ **Completed application**
- ☐ **Application fee of \$35.00 per applicant**
- ☐ **Signed Credit Authorization Waiver**