THE DOOLAN GROUP • TENANT SCREENING

Tenant Screening Checklist

Prepared for **Amber Colop**. Check off each item as you secure it.

Meeting: Today, Sat. Oct. 17, 2026 10:30 AM — Brent's office

Required: Landlords and HOAs require these items to apply

Social Security numbers: In person only — do not text or email

Bring the complete packet for everyone below to the 10:30 AM meeting. All documents must be secured before the meeting.

1 • AMBER — BRING FOR YOURSELF

- [ ] **Photo ID** — driver's license or state ID
- [ ] **Social Security number** — bring your card
- [ ] **Proof of income — last 30 days** (one set below):
  - Work — last 2–3 pay stubs
  - Self-employed — 2 months of bank statements + last year's tax return
  - Benefits — award letter + bank statements showing the deposits
- [ ] **Job information** — employer, phone, title, time there, monthly pay
- [ ] **New job?** — bring the offer letter
- [ ] **Rental history — last 2 years** — address, landlord phone, rent, dates
- [ ] **Money for move-in** — bank statement showing first month + last month + security (about 3x rent)
- [ ] **Car** — make, model, year, license plate
- [ ] **Pet, if you have one** — photo, breed, weight, vet records
- [ ] **Credit letter** — short note on any late payments, collections, bankruptcy, or eviction: what happened, what changed
- [ ] **Debt proof** — receipts, payoff letters, or payment-plan statements

2 • YOUR FATHER — BRING THE SAME FOR HIM

- [ ] **Photo ID**
- [ ] **Proof of income — last 30 days**
- [ ] **Rental history — last 2 years**
- [ ] **Car information**
- [ ] **Credit letter** (see Amber's list)
- [ ] **Social Security number** — bring his card
- [ ] **Job information**
- [ ] **Money for move-in** — bank statement
- [ ] **Pet records, if he has a pet**
- [ ] **Debt proof / payment plan**

Proof of income for your father: use the same choices listed under Amber — pay stubs, self-employed records, or benefits letter.

3 • YOUR SISTER — IF SHE WILL COSIGN

She does not need to attend. Bring copies of her complete packet to the meeting.

- [ ] **Photo ID**
- [ ] **Proof of income — last 30 days**
- [ ] **Last 2 months of bank statements**
- [ ] **Social Security number** (in person only)
- [ ] **Job information**
- [ ] **Rental or home history**

Before you pay anything: Application fees run **$50–$350**, plus a separate HOA fee on most condos. Brent will call the listing agent first to confirm an application with a cosigner will be considered.

Brent M. Doolan
The Doolan Group at Highlight Realty
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