

- Receive completed application
- Saw photo ID of applicant
- Process tenant screening through RHAWA
 - Verified income
 - Verified employment
 - Verified previous landlord relationship
 - Screen for criminal records/evictions
- Received tenant screening report
- Evaluate report results and how it matches with criteria
 - Qualified: offer tenancy
 - Not-qualified: send **Adverse Action** form
- Contact applicant with acceptance for tenancy
- Sign **Agreement to Enter into Lease** form
 - Request holding deposit
 - Receive holding deposit
- Prepare lease
- Accept security deposit and rent
 - Security deposit payment plan requested
 - Set up payment schedule
- Schedule lease signing date
 - Review lease with tenant
 - Sign lease
- Schedule move in day
- Conduct property walk-through with tenant
 - Complete **Property Condition Checklist**
 - Sign **Property Condition Checklist**
 - Tenant sign **Property Condition Checklist**
- Provide tenant with copy of lease and **Property Condition Checklist**
- File copy of lease and **Property Condition Checklist**
- Schedule on calendar to do annual / semi-annual property walk-through