

International Tenant Screening Checklist (Template)

Use this checklist to keep your screening process consistent, compliant, and organized for every applicant, international or local.

Identity Verification

- ☐ Passport (photo page)
- ☐ Visa page or visa document
- ☐ I-94 arrival/departure record
- ☐ I-20 or DS-2019 (for students or exchange visitors)

Financial Verification

- ☐ Proof of income (pay stubs or offer letter)
- ☐ Employer verification letter
- ☐ University stipend or assistantship letter (for students)
- ☐ Recent bank statements (U.S. or international)
- ☐ Sponsor or guarantor financial guarantee

Screening & Background Checks

- ☐ Background check authorization
- ☐ International credit report (if available)
- ☐ U.S. credit report (if applicable)

Supporting Documents

- ☐ Rental history (U.S. or home country)
- ☐ Reference letters from previous landlords or employers
- ☐ Co-signer or guarantor information (optional)
- ☐ Prepaid rent agreement (optional)