

PHONE SCREENING CHECKLIST

Caller # 1 Name			
Phone		_____ H C W	_____ H C W
Current address:			
Current income		_____ weekly, monthly, bi-weekly	Pets? What kind?
How many adults and children will occupy unit?		Adults	Children
Why are you looking for another home?			
When are you planning to move?			
Deposit Amt:		Do you have the deposit and first month's rent now?	Y N
Appointment: Day		Time: _____	Was prospect a No Show? Y N
Open House Scheduled?		Y N	Day, Date, and Time:
Notes:			

Caller # 2 Name			
Phone		_____ H C W	_____ H C W
Current address:			
Current income		_____ weekly, monthly, bi-weekly	Pets? What kind?
How many adults and children will occupy unit?		Adults	Children
Why are you looking for another home?			
When are you planning to move?			
Deposit Amt:		Do you have the deposit and first month's rent now?	Y N
Appointment: Day		Time: _____	Was prospect a No Show? Y N
Open House Scheduled?		Y N	Day, Date, and Time:
Notes:			

Caller # 3 Name			
Phone		_____ H C W	_____ H C W
Current address:			
Current income		_____ weekly, monthly, bi-weekly	Pets? What kind?
How many adults and children will occupy unit?		Adults	Children
Why are you looking for another home?			
When are you planning to move?			
Deposit Amt:		Do you have the deposit and first month's rent now?	Y N
Appointment: Day		Time: _____	Was prospect a No Show? Y N
Open House Scheduled?		Y N	Day, Date, and Time:
Notes:			

Caller # 4 Name			
Phone		_____ H C W	_____ H C W
Current address:			
Current income		_____ weekly, monthly, bi-weekly	Pets? What kind?
How many adults and children will occupy unit?		Adults	Children
Why are you looking for another home?			
When are you planning to move?			
Deposit Amt:		Do you have the deposit and first month's rent now?	Y N
Appointment: Day		Time: _____	Was prospect a No Show? Y N
Open House Scheduled?		Y N	Day, Date, and Time:
Notes:			