



Tenant Scorecard Easy Set Up

The Tenant Scorecard is a simple, powerful recommendation tool for **property managers and landlords**. By using the data provided by your tenant's credit report it provides an automated means to quickly and efficiently analyze the credit history of applicants. Tenant Scorecard generates a "pass", "fail", or "conditional" recommendation based on your customizable screening criteria.

Now simply set up your customized criteria by answering the questions below.

Easy set up form

Please fax completed form to 866-271-2570

Please share the following information with us so we can set up and notify you when your customized criteria are entered.

Company Name: _____ Contact Name: _____

E-mail Address: _____ Phone # _____

Choose as many criteria as you want included on your Scorecard

Conditional Approval Criteria ___ (check to include this criteria on your Scorecard and answer questions below)

1. **This feature allows you pass applicants that get failing scores by setting up your guideline for renting to the questionable applicant.** (circle the option you want)
 - a. **Conditional approval requires double deposit**
 - b. **Conditional approval requires triple deposit**
 - c. **Other** _____

Credit Score Criteria ___ (check to include this criteria on your Scorecard and answer questions below)

2. **Specify the credit score range that is ACCEPTABLE to you.**

From _____ to _____
(example: 580 to 640)

3. **If they have no credit score reported, do you want to FAIL them automatically?**

(Circle one) YES NO

Income Criteria ___ (check to include this criteria on your Scorecard and answer questions below)

4. **How much monthly income should they make compared to their monthly rent?**
(circle the option you want)
 - a. **Their monthly income should equal at least 1 and a half times their rent**
(example: rent = \$800, their monthly income must be = \$1,200)
 - b. **Their monthly income should equal at least 2 times their rent**
(example: rent = \$800, their monthly income must be = \$1,600)
 - c. **Their monthly income should equal at least 3 times their rent**
(example: rent = \$800, their monthly income must be = \$2,400)
 - d. **Their monthly income should equal at least 4 times their rent**
(example: rent = \$800, their monthly income must be = \$3,200)

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Debt Criteria ____ (check to include this criteria on your Scorecard and answer questions below)

5. **How much income should they have compared to their debt?**
(circle the option you want)
- a. **Their monthly income should be at least one and a half times as much as their debt.**
(example: debt = \$1,000 and income = \$2,000 is OK)
(example: debt = \$1,500 and income = \$2,000 is unacceptable)
 - b. **Their monthly income should be at least 2 times as much as their debt.**
(example: debt = \$500 and income = \$2,000 is OK)
(example: debt = \$1,000 and income = \$2,000 is Unacceptable)
 - c. **Their monthly income should be at least 3 times as much as their debt.**
(example: debt = \$500 and income = \$2,000 is OK)
(example: debt = \$700 and income = \$2,000 is Unacceptable)

Debt Criteria Including Rent ____ (check to include this criteria on your Scorecard and answer questions below)

6. **How much monthly income should they have compared to debt plus rent?**
(circle the option you want)
- a. **Their monthly income should be as much as their debt plus rent.**
(example: debt = \$1,200 and rent = \$900 and income = \$2,000 is Unacceptable)
 - b. **Their monthly income should be at least one and a half times more than their debt plus rent.**
(example: debt = \$600 and rent = \$800 and income = \$2,000 is Unacceptable)
 - c. **Their monthly income should be at least 2 times more than their debt plus rent.**
(example: debt = \$250 and rent = \$800 and income = \$2,000 is unacceptable)

Delinquent Account Criteria ____ (check to include these criteria on your Scorecard and answer questions below)

7. **The following delinquent accounts should be considered**
(circle the option you want)
- a. **Only currently delinquent**
 - b. **delinquencies in the past six months**
 - c. **delinquencies in the past twelve months**
 - d. **delinquencies in the past eighteen months**
 - e. **delinquencies in the past twenty-four months**
 - f. **or all reported delinquencies no matter how old**
8. **These delinquent accounts should be ignored**
(circle any of the options you want ignored)
- a. **Education/Student Loans**
 - b. **Medical Accounts**
9. **There should be NO more than ____ delinquent accounts reported.** (enter number)
(example: No more than 4 delinquent accounts reported)

Bankruptcy Criteria ____ (check to include this criteria on your Scorecard and answer questions below)

10. **There should be NO bankruptcy records within the past ____ years.** (enter number)
(example: No bankruptcy records within the past 2 years.)