***JCMC Property Management’s Tenant Screening Procedures***

We pride ourselves in ensuring our intensive screening methods are critical to ensure successful property lettings and management for our clients. We find and recommend suitable qualified applicants, and to sign-up the right applicant for your property. No applicant will be recommended on our behalf until all questions and screening methods are met to our satisfaction. We ensure all applicants are treated fairly and equitably, ensuring discrimination of any sort isn’t an issue.

**Tenants must provide :**

* Income source
* Landlord and employment references
* Original copy of Photo ID
* Utility bill from previous property

**Ask:**

* Why the reason they’re moving?
* How long were they renting previously?
* Number of previous occupations and to provide all references where possible?
* Can they pay both rent and security deposit in advance?
* The number of occupants that intend to move in?
* Must disclose any problems in their last property?
* Ask for previous landlords name, address and contact number?
* If tenants are students their parents act as guarantors on the lease

Use google, Facebook, LinkedIn to help verify information tenants provide so use it to make sure everything checks out accordingly with tenants information.

Bank statements or payslips which show sufficient evidence that the tenant will be able to pay for rent if not government assisted.

Individual showings instead of group showings as this gives us the opportunity to speak with the prospective tenant. Also taking note of the manners of the people viewing the property as these signs can show whether the tenant is reliable, nice and honest as they appear to be.