



TENANT VERIFICATION CHECKLIST

BTB Agent: _____	Date: _____
Address: _____	
Street	City

1 **RENTAL APPLICATION** _ BTB form 100

2 **VERIFICATION of RENT** _ BTB form 200

3 **INCOME VERIFICATION**

Amount

- > *VOE form* _____
- > *Pay Stubs* \$ _____
- > *Student Loan Docs* \$ _____
- > *Child Support / Alimony* \$ _____
- > *Other* \$ _____

f. **Total Income =** _____

4 **NTN REPORTS**

Cost

- > *Tenant Performance Profile* \$ _____
- > *Credit Report* plus \$ _____
- > *Criminal Background Check* plus \$ _____
- > *Decision Point* plus \$ _____
- > *Full Service Report* plus \$ _____

Total Amount due from Rental Owner = _____

5 **MISCELLANEOUS CORRESPONDENCE**

(ie: letters, emails, grant info.)

- > _____
- > _____
- > _____
- > _____
- > _____

6 **TENANT ACCEPTANCE**

- Accepted*
- Declined*

7 **PROJECTED MOVE-IN DATE**

- > _____

BTB MGMT Use Only

Verified by: _____

Date: _____