Room Renter Screening Scorecard (for Hosts)

One scorecard per applicant, per room. Free printable from CoRent.AI.

Fill in Part 1 once, before you see any applicant, and use it unchanged for every applicant and every room. Score every applicant on the same items in the same order. Describe the room and the house, never the kind of person you want. If a consumer report (credit, eviction or background) leads to a denial, federal law requires an adverse action notice. Check your state and city rules on application fees and on using criminal records. Not legal advice.

Part 1 — Your written criteria (set once)

Criterion	Your standard
Income	Verified gross income of at least ____ × the room rent
Proof of income accepted	☐ pay stubs ☐ offer letter ☐ bank statements ☐ benefit letter ☐ other: ____
ID	Government photo ID matches the applicant (CoRent verifies ID once with a selfie match)
Rental history	No eviction judgments in the past ____ years
Credit (if used)	Minimum score ____, or explain what you look at instead
References	One prior landlord or shared-housing reference
House rules	Applicant reads and signs Exhibit A (House Rules) before approval
Hard rules (pass/fail)	e.g. no smoking indoors; no pets except assistance animals; ____
Date criteria set	_____ Host initials ____

Part 2 — Applicant score

Room: _____ **Applicant:** _____ **Date:** _____		
Item	Score / Pass	Evidence (what you saw)
Income meets standard	0–5	
ID verified	Pass / Fail	
Rental / eviction history meets standard	0–5	
Credit meets standard (if used)	0–5	
Reference: paid on time, gave notice, no complaints	0–5	
Signed House Rules acknowledgment	Pass / Fail	
Hard rules met	Pass / Fail	
Total (points items)	____ / 20	

Reference call — ask the same four questions every time

- ☐ Did they pay rent on time?
- ☐ Were there complaints from other residents or neighbors?
- ☐ Did they give proper notice and leave the room in good condition?
- ☐ Would you rent to them again?

Part 3 — Decision

Decision	Notes
☐ Approved ☐ Waitlist ☐ Denied	
Specific written reason (required if denied or waitlisted)	
Consumer report used in the decision? ☐ No ☐ Yes → adverse action notice sent on _____	
Hard rule that decided it (if any)	

Keep every scorecard, approved or not, with the date. A consistent record is how you show every applicant was judged the same way.