

How We Screen Tenants (And Why It Matters)

Protecting Your Vermont Property & Peace of Mind

Choosing the right tenant is the single most important factor in protecting your investment, your income, and your peace of mind. At Building Blocks LLC, our screening process is rigorous, transparent, and fully compliant with Vermont and federal law. Here's exactly how we do it—and why it matters for you.

Why Tenant Screening Matters

- **Minimizes risk:** Reduces late payments, property damage, and costly evictions
- **Protects your investment:** Quality tenants care for your property and pay on time
- **Builds community:** Responsible tenants contribute to a safe, positive environment
- **Reduces stress:** Fewer headaches, less turnover, and more reliable income

Did you know? In Vermont, tenant-friendly laws mean thorough screening is essential to avoid costly mistakes and legal trouble.

Our 5-Step Tenant Screening Process

1. Complete Application Review

- Collects detailed info: income, employment, rental history, references
- Cross-checks for accuracy and completeness

2. Credit & Background Checks

- Pulls credit score and payment history
- Checks for bankruptcies, evictions, and criminal records
- Verifies identity and matches to application

3. Landlord References

- Direct calls to at least two prior landlords
- Confirms rent payment history, property care, and any issues

4. Employment & Income Verification

- Requires proof of income (pay stubs, tax returns, or offer letters)
- Minimum: 3x monthly rent (exceptions only with owner approval)
- Verifies stable employment or source of funds

5. Fair Housing & Legal Compliance

- Strict adherence to Federal Fair Housing Act and Vermont law
 - No discrimination based on race, color, religion, sex, disability, family status, or national origin
 - All applicants treated equally and fairly
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Red Flags & How We Handle Them

- **Prior evictions**
- **Unverifiable or unstable income**
- **Negative landlord references**
- **Criminal convictions relevant to tenancy**

If a red flag appears, we discuss it openly with you, provide context, and recommend next steps. Final approval always rests with you, the owner.

Owner Involvement & Transparency

- You receive a summary of every qualified applicant
 - We share our findings, recommendations, and any concerns
 - You make the final decision—no tenant is placed without your approval
 - All reports and documents are accessible via your owner portal
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Sample Screening Criteria & Reports

- Example: Applicant with 700+ credit, 3+ years rental history, no evictions, verified income
 - You'll see anonymized screening summaries so you know exactly what to expect
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Frequently Asked Questions

- **Can I choose my own tenant?**
 - Yes, with our guidance and legal compliance
- **What if I know the applicant personally?**
 - We still require full screening for your protection
- **How long does screening take?**
 - Typically 2–3 business days, barring slow references
- **What if an applicant disputes a finding?**
 - We handle communication and provide documentation

- **Can I see all applications?**
 - Yes, all qualified applicants' summaries are shared with you
 - **Does Building Blocks ever override my decision?**
 - No, you always have the final say
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Ready for reliable tenants and less stress? Our process is your peace of mind.

Questions? Contact us at Harper@buildingblocks-llc.com or 802-448-0890, or visit www.buildingblocks-llc.com.