

Tenant screening and application processing

Automates the complete tenant screening process from application submission to approval decision, reducing manual review time and ensuring consistent evaluation criteria across all applicants.

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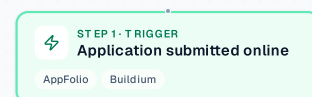


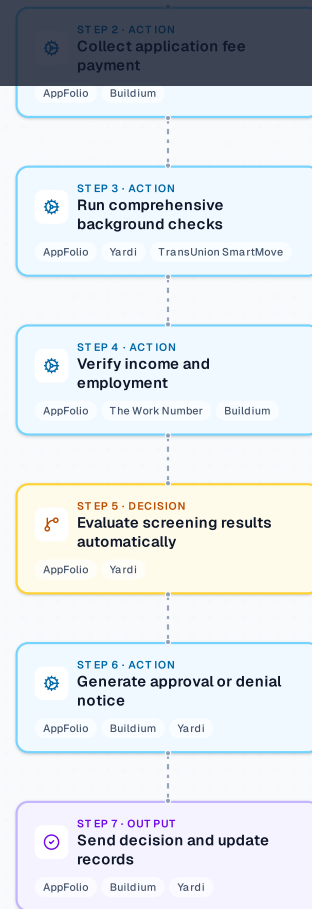
WORKFLOW TRIGGER

Prospective tenant submits rental application through property management portal

Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





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Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

⚡ TRIGGER

Application submitted online

Tenant completes and submits rental application with personal information, employment details, and references through the property management

2

 ACTION

Collect application fee payment

Automatically process application fee payment and send confirmation receipt to applicant while flagging unpaid applications for follow-up.

AppFolio

Buildium

3

 ACTION

Run comprehensive background checks

Initiate automated credit report, criminal background check, and eviction history search using integrated screening services.

AppFolio

Yardi

TransUnion SmartMove

4

 ACTION

Verify income and employment

Send automated employment verification requests to employers and validate income documentation against rental criteria requirements.

AppFolio

The Work Number

Buildium

5

 DECISION

Evaluate screening results automatically

Compare credit score, income ratio, and background check results against predefined approval criteria to determine automatic approval, rejection, or manual review needed.

6

 ACTION

Generate approval or denial notice

Create standardized approval letter with lease terms or compliant adverse action notice with specific rejection reasons and next steps.

AppFolio

Buildium

Yardi

7

 OUT PUT

Send decision and update records

Deliver screening decision to applicant via email and SMS, update tenant database, and trigger lease preparation for approved applications.

AppFolio

Buildium

Yardi



Outputs

- Automated screening decision (approved/denied/pending)
- Compliant decision notification sent to applicant
- Updated applicant record in property management system



Key Metrics

- Application processing time
- Screening approval rate
- Manual review percentage



Tools & Integrations

- AppFolio
- Buildium
- Yardi
- TransUnion SmartMove
- The Work Number

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