

Roommate Screening Details

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide the details of the screening process for potential roommates at [Insert Property Address]. Below are the essential details:

Screening Criteria

- Credit Check: [Specify details]
- Background Check: [Specify details]
- Income Verification: [Specify details]
- Rental History: [Specify details]

Application Process

Interested applicants should submit the following documents:

- Completed rental application form
- Two forms of identification
- Proof of income (e.g., recent pay stubs)

Submission Deadline

Please ensure that all applications are submitted by [Insert Deadline Date].

Contact Information

If you have any questions or need further information, please contact me at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]