

SCREENING CRITERIA INDIVIDUAL ASSESSMENT WORKSHEET: EXAMPLE

Name of applicant: _____ Date of application: _____ Building/Unit: _____

CREDIT HISTORY - 10		
Negative Offsets	circle	ranking
Low credit score	-.5	
No credit history	-8	
Property debt	-2	
Bankruptcy within 1yr	-3	
Bankruptcy within 2-5yrs	-2	
Bankruptcy over 5yrs	-1	
Adverse accounts = 3-5	-1	
Adverse accounts > 5	-1.5	
Positive Offsets		
Good credit score	0	
Payment toward debt	1	
Rent Well	1	
6mo rental payments (1yr period)	.5	
12mo rental payments (2yr period)	1	
12mo rental payments (1yr period)	2	
Completion of credit counseling	2	
Currently in credit counseling	1	
Working to clear past collections	1	
Explanation of no credit history-FH	6	
TOTAL RANKING		

RENTAL AND EVICTION HISTORY - 10		
Negative Offsets	circle	ranking
FED judgement within past 1 yr	-6	
FED judgement within past 2-5yrs	-3	
FED judgment older than 5yrs	0	
No previous rental history	-2	
Inconsistent rental payments	-2	
Previous damaged conditions	-2	
Outstanding debt to landlord	-3	
Positive Offsets		
Rent Well	1	
Domestic violence victim	1	
Current payments to previous debt	1	
6mo rental payments (1yr period)	.5	
12mo rental payments (2yr period)	1	
12mo rental payments (1yr period)	2	
TOTAL RANKING		

CRIMINAL HISTORY -10		
Positive Offsets	circle	ranking
Completion drug/alcohol tx	2	
Current drug/alcohol tx	1	
Completion of counseling	2	
Current counseling	1	
Completion of education/training	2	
Current education/training	1	
Current case management/support	2	
Probation/parole oversight	.5	
TOTAL RANKING		

ADDITIONAL POSITIVE OFFSETS	
Job stability 1-2yrs	2
Job stability >2yrs	3
Voluntary community service 20hrs	2
Voluntary community service >20hrs	3
TOTAL ADDITIONAL POINTS	

NOTES:
