

Tenant Screening Checklist for Canadian Landlords

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BEFORE APPLICATIONS

- ☐ Confirm provincial tenancy, human-rights, privacy, fee, deposit, and credit-report rules.
- ☐ Write consistent, property-related criteria.
- ☐ Explain what information is collected, why, how it is used, and who receives it.
- ☐ Set secure retention and deletion dates.

APPLICATION REVIEW

- ☐ Confirm identity proportionately; avoid retaining unnecessary ID copies.
- ☐ Review ability-to-pay information using the same standard for every applicant.
- ☐ Obtain appropriate consent before third-party credit or reference checks.
- ☐ Do not require a Social Insurance Number as a standard screening identifier.
- ☐ Contact references with the applicant's knowledge.
- ☐ Record objective evidence and keep the final decision with the landlord.

AFTER THE DECISION

- ☐ Communicate the outcome consistently.
- ☐ Securely delete information with no continuing legitimate purpose.
- ☐ Move only necessary accepted-applicant information into the tenancy record.
- ☐ Recheck the current provincial and federal guidance before reusing this checklist.

IMPORTANT

- Educational checklist only. It is not legal advice and does not replace applicable provincial law, human-rights obligations, privacy requirements, or professional advice.
- Source starting point: Office of the Privacy Commissioner of Canada â Privacy in the landlord and tenant relationship.