

Tenant Selection Call

Investor

Hello (Tenant). How are you today?

This is (Your Name) from (Your Company Name).

After speaking with your references and reviewing your application, I am very happy to tell you that I believe you would be a great tenant for (Property Address).

At this time, I'd like to set up an appointment to have the lease signed. Does (State day and time Option 1) or (Day and Time Option 2) work best for you to meet?

Tenant

Selects day and time

Investor

We can meet at your home or (office/other location). Where would you like to meet?

Tenant

Picks meeting location; ask for address or provide address

Investor

Okay.

We do require that you bring first and last months rent to the meeting as a deposit for the property. If you are paying by cheque please date your cheque for the day that we are meeting.

If you plan to pay your rent by post-dated cheques we also ask that you provide us with 10 post-dated cheques, dated for the first of the month for the remaining months of the rental term. Please make the cheque payable to (Cheque Name Information). Rent is also payable by electronic transfer, cash, (other payment option).

Do you have any questions for me?

Tenant

Asks Questions

Investor

Answers Questions

(Tenant Name), I am very happy to have you as our new tenant.

Thank you again, and I am looking forward to seeing you at (Meeting Location) on (Meeting Day and Time).