Showing Messages

From the Chimi Rental playbook (chimirental.com/playbook). This is a starting point that we use for our own rentals, shared as-is and without warranty. It is not legal advice. Adapt it to your state, city and situation, and have a local attorney review anything that affects someone's tenancy or money.

Confirmation (send right after the prescreen call)

Hi [Name], thanks again for chatting with me! Just confirming your tour on **[day, date] at [time]**.

The home is at **[address]**. [The gate code is [code].]

A reminder of what can disqualify an application:

- combined income of all applicants under 3× the monthly rent
- average credit score below [580]
- an eviction or broken lease in the last year
- money owed to a previous landlord
- multiple collection accounts
- a bounced check in the last three years
- false information on any application
- moving in with more than [2] pets (assistance animals aren't pets)

See you soon! Let me know if anything comes up.

[Your name]

Day before

Hi [Name], just confirming your tour of [address] tomorrow, [day], at [time]. Does that still work for you?

Day of

Hi [Name], a quick reminder that your tour is today at [time]. Please try to be on time: the tour takes about 15 minutes, and I have another showing at [time]. Looking forward to meeting you!

After the showing: application link

Hi [Name]! Glad you liked the home. We've sent you the invitation to apply. There's an option to upload documents. Please upload, for each adult: a photo ID, the three most recent pay stubs (or other proof of income), and the three most recent months of bank statements. Complete applications are reviewed first. Thank you!

Notice to current tenants about showings

Hi [Name], hope all is well! As you know, we're showing the home to prospective tenants. We'll do our best to keep showings to a few windows and give you plenty of notice. You don't need to be home. We'd suggest putting valuables and personal items away. The windows we have so far are:

1. [Date], [time] to [time]

2. [Date], [time] to [time]

If one of these is a problem, just let me know. Thank you very much for your help!

Give at least the notice your state and lease require before entering (Arizona: two days).