

Rental Application Policy

Welcome! Thank you for applying with **PMI Property Pros** for your housing needs. In order to best serve you, we feel it is imperative that you are made aware of, and fully understand our application policies and procedures.

Please read this document carefully before signing. It is the policy of this management company that applications must be complete and all fees paid prior to submission for consideration. All completed applications are processed on a daily basis (Monday - Friday, excluding Holidays).

If you have any questions, please contact our leasing department at leasing@pmipropertypros.com during normal business hours (Monday - Friday from 8am-4pm).

Each individual over the age of 18 years needs to submit an application. The Application Fee is **\$25.00** per adult and is non-refundable.

PMI Property Pros fully complies with Fair Housing Law. We do not discriminate against persons on the basis of race, color, religion, sex, handicap, familial status, national origin or age. We also comply with all state and local fair housing laws.

Approval is based on Seven factors:

- Identification Verification through Plaid
- Credit History & Verification
- Rental History & Verification
- Income History & Verification through Plaid
- Employment History & Verification
- Criminal Background History
- Pet Criteria & [PetScreening.com](https://pmipropertypros.petscreening.com/) Verification

A completed application will contain:

- PMI Property Pros Residential Lease Application; (One for each individual 18 years and older)
- \$25.00 (Non-Refundable) Application fee for each PMI Property Pros Residential Lease Application submitted
- Valid Driver's License or other Government issued ID for each Residential Lease Application submitted
- Verifiable Proof of Income: (Last 2 months of pay stubs or Last 2 years of tax returns if self-employed/1099)
- Proof of Funds: (Last 2 Months of Bank Statements; applicable to business owners only)
- Completed Pet Screening Profile (Required by all Applicants with or without pets): <https://pmipropertypros.petscreening.com/>
- We also need to know if you'll have any minor residing with you during tenancy. We ask that you upload color copies of each item listed below to your application or email to leasing@pmipropertypros.com:

Government issued ID

Social security card

Proof of income (2 forms proof of income in the form of 2 consecutive months of your most recent pay stubs, previous year's tax return, or a current job offer letter).

General Rental Criteria

Rental History Good Rental History

No Forcible Entry & Detainer (Evictions) unless you have verifiable documentation of landlord irresponsibility.

Verifiable Gross Income: Minimum of 2.5x the rent charged on the residence. Section 8 vouchers and certificates may be accepted. The resident must meet the same criteria as those seeking non-subsidized housing. In order to verify applicant income, PMI Property Pros relies on a third-party verification service called Plaid. All applicants will start the verification process within this application. Application submittals are not considered complete until an automated income verification report from Plaid has been received by the person processing your application. PMI fully complies with Fair Housing Law. We do not discriminate against persons because of Race, Color, National Origin, Religion, Sex, Familial Status, and Disability. We also comply with all state and local fair housing laws.

Criminal Background Check: Residency may be denied due to criminal history.

Credit History: Credit history must show that the resident has paid bills on time and does not have a history of debt write-offs or accounts that have gone into collection. Residency may be denied due to poor credit history. Contingent on your credit, a specific deposit amount will be required. Credit for all applicants over the age of 18 will be taken into consideration. If your Credit Score is below 650, we may need to request for a co-signer that has at least 700 Credit Score and will be enrolled in a credit reporting program. Credit Score below 500 will be declined.

Maximum Occupancy: Two per bedroom + one

Upon Approval: The applicant(s) will be notified by phone, email or both. Once your application has been approved, you will have 24 hours to submit the required Security Deposit & **NON REFUNDABLE** Document preparation fee to secure the property. Once the Security Deposit & **NON REFUNDABLE** Document preparation fee have been received, you will have 24 hours to sign the lease once it has been sent to take the property off the market. If the lease is not signed within the allotted time PMI reserves the right to process the next application received or consider any other approved applications.

Document Preparation Fee: There will be a one-time document preparation or leasing fee of **\$100. This fee is NON REFUNDABLE.**

Please be advised that both the \$100 leasing fee and security deposit must be paid within the next 48 hours after your application has been approved.

Property Condition: Applicant is strongly encouraged to view the Property prior to signing any lease. Landlord makes no express or implied warranties as to the Property's condition. Should Applicant and Landlord enter into a lease, Applicant can request repairs or treatments (see question section below).

Sight Unseen Addendum: If any leaseholders have not physically seen the property prior to a lease being signed, a "Sight Unseen Addendum" will be required to be signed by all leaseholders.

Resident Liability Insurance: PMI requires you to have Resident Liability Insurance.

Smoking Use: NO tobacco or smoking is allowed inside of ANY of our rental homes.

Pet Policy: A maximum of two (2) pets is allowed (cats or dogs only). Small and medium breeds only. A one-time pet initiation fee of \$100 is required and must be paid upon move-in. Monthly pet fees range from \$20-\$60, depending on the pet screening score. Pet screening must be completed with the application or prior to move-in. Having more pets than allowed is considered a lease violation and may result in lease termination. Residents are responsible for maintaining cleanliness and proper care of the property. Please ensure pet waste is promptly cleaned up at all times.