



****Welcome to PMI CHI-TOWN****

PLEASE READ THE "RENTAL APPLICATION POLICY" BEFORE PROCEEDING WITH THIS APPLICATION.

Thank you for your interest in our property! If you have any questions, please contact us on 773-819-7474.

Please have the following documents ready to successfully submit the application:

- 1 – Pay Stubs / Self-employed applicants to provide Tax Returns or 1099s (latest)
- 2 – Bank Statements (current)
- 3 - Verification of Additional Income (if any)
- 4 - Copy of Valid Photo ID

Please read and complete all sections provided.

Incomplete information is NOT stored online, please complete application in one session.

****IMPORTANT - All of the Fees are NON-REFUNDABLE****

The application fee is \$55/individual applicant. We cannot process your application until we receive the application fee.

Any applicant with a block or freeze on credit that cannot lift block or freeze to successfully obtain credit history will be automatically declined.

A third-party pet screening and verification process may be required through PetScreening.com as a condition of Landlord's approval. Additional charges may apply, not to exceed, \$20 first pet + \$15 each additional pet.

You will be contacted by our leasing office on the status of your application

****Rental Application Policy****

Thank you for applying with PMI CHI-TOWN, for your housing needs. In order to assist you with your decision on your new home, we are providing a list of guidelines used to qualify applicants for residency. Our policy is to require everyone over 18 to be a leaseholder; therefore, must be approved as a leaseholder. We make very limited exceptions. Qualification standards include but are not limited to the following criteria.

Identification: Applicants must present a valid government issued photo identification card for each person age 16 years and older that will be living in the apartment.

Income: All applicants must have a combined verifiable source of income in an amount in accordance with our current guidelines which is no less than three (3) times the rental rate. If an applicant has no income, a guarantor must be obtained, or the applicant may be denied.

Credit History: Our credit reporting agency evaluates credit and rental history against indicators of future rent payment performance. An unsatisfactory finding may result in the requirement of an additional deposit, guarantor, or denial. A credit score of 650 or less will require additional security deposit, a guarantor or denial. Please see Property Manager for further details.

Guarantors: If a guarantor is needed, he/she must meet the entire qualifying criteria as presented above. All guarantors must have a verifiable source of income in an amount no less than five (5) times the rental rate. A guarantor may not be accepted for lack of rental history, lack of credit, or lack of income. The guarantor must pay an application processing fee, sign the Guarantor Addendum, reside in the United States, and may be subject to criminal screening.

Criminal History: Our investigation includes criminal background screening. It is possible your application may be denied due to criminal convictions or charges. We conduct background screening on leaseholders and occupants.

Occupancy: The number of occupants must be in compliance with HUD standards / guidelines for the applied for unit.

Fair Housing Statement: PMI is committed to compliance with all federal, state, and local fair housing laws. PMI subscribes to the universal policy for the achievement of equal housing and no person will be discriminated against because of race, color, age, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, marital status or any other local laws protecting specific classes. All persons involved with the leasing and operation of residences are provided with diversity training on fair housing laws and PMI corporate policies.

PMI Chi-Town Resident Benefits Package (RBP): If your application is approved, you will be enrolled in our Resident Benefits Package (RBP) for a monthly charge of \$35.95 which includes insurance. If a resident successfully submits their own insurance policy and it is approved, \$10.95 will be deducted from the cost. See here for more info. <https://www.chitownpropertymanagement.com/files/Resident-Benefit-Package.png>

Renters Insurance requirements and options: The Landlord requires Tenant obtain liability coverage of at least \$100,000 in property damage and legal liability from an A- rated carrier and to maintain such coverage throughout the entire term of the lease agreement. Tenant is required to furnish Landlord evidence of the required insurance prior to occupancy, at the time of each lease renewal period, and upon request. To satisfy the insurance requirement, Tenant may either (1) be automatically enrolled into a policy that satisfies the coverage requirements as part of the Resident Benefits Package; or (2) obtain alternative liability coverage from an insurer of Tenant's choice. The option Tenant chooses will not affect whether Tenant's lease application is approved or the terms of Tenant's Lease. More details will be provided in the lease addendum.

Pets: Some of our homes are pet friendly, each property owners are allowed to create and amend their own pet policy. Most of our rental properties have restrictions on the size of the pet and the number of pets. Please see each property listing to see if pets are allowed and any restrictions for the rental unit you are interested in. You can view our company pet policy by visiting <https://pmichitown.petscreening.com/>. Due to property insurance restrictions, certain dog breeds are not allowed, even in pet friendly homes, list of these breeds can be found on our company pet policy. Please be prepared to show pictures and provide references. All pets/animals are subject to management/owner approval and will be considered on a case-by-case basis. If your pet is approved, you will need to sign a Pet Agreement and pay a non-refundable pet fee and/or monthly pet rent. The amount of pet fee and/or pet rent will vary depending on each property. Non-refundable pet fees are usually \$300 - \$500 per pet and pet rent is usually \$15-\$50 per month. Service or companion animals that assist residents with

special needs will be accepted, provided documentation is submitted. Per State and Federal guidelines, a pet fee will not be charged for service or companion animals.

*For applicants that have Pets or don't have Pets, at the end of the application process, you require to click on link: <https://pmichitown.petscreening.com/> to confirm required details.

Smoking: No smoking in unit or in building. Due to the increased risk of fire, increased maintenance costs, and the known health effects of secondhand smoke, smoking is prohibited in any area of the property, both private and common, indoors and within 15 feet of the building including entryways, balconies, and patios. The policy applies to all residents, guests and service persons. Residents are responsible for ensuring that family members, roommates, and guests comply with this rule.

Automatic Decline: Applicants will be automatically declined for the following: Anyone having been evicted by a prior landlord for cause, Falsification of application, Invalid Social Security number, Failure to pay Application Fee, Any Application that has not been fully completed - incomplete applications will not be processed. If Applicant(s) make any derogatory or offensive comments, and/or act in a threatening, combative, intoxicated or disorderly manner, during any phase of the inspection, meeting or application process will result in a denial of the application.

Property Acceptance: Prospective tenant(s) are accepting the property in an as is condition. Requests for changes to the property must be submitted in writing with the application. Applicant must submit move in fee /security deposit and signed lease within 48 hours of acceptance of application. Failure to do so will result in cancellation of the application.

Utility Connections: If your application is approved, PMI Chi-Town will be submitting your contact information to Utility Profit, a concierge utility connection service. Utility Profit will assist setting up your utilities, phone service, cable/satellite TV, and security monitoring. We strongly recommend that you deal directly with Utility Profit for these connections, as they are familiar with our requirements for satellite dish and cable line placement, and not following these guidelines could result in additional charges on move-out. By submitting your application, you hereby agree that PMI Chi-town may provide your contact information to Utility Profit.

By proceeding with the Application, you agree with PMI Chi-Town's Rental Application Policies.