



PMI CHI-TOWN

# 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 620 or less will require additional security deposit, a guarantor or denial. Please see Property Manager for further detail.

**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 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 maximum number of residents permitted to dwell in a home shall not exceed two (2) occupants per bedroom.

**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.

**Personal Liability Renter's Insurance Requirement:** A minimum of \$100,000 of Personal Liability Insurance coverage is required with PMI Chi-Town identified as a "Party of Interest" or "Interested Party" (or similar language as may be available) on the renter's liability insurance policy. We do offer Resident Liability Insurance coverage at a cost to the Tenant of \$12.95 a month. You have the option of providing your own liability insurance coverage. All tenants using a 3rd party to provide liability insurance must provide a copy of the declaration page as proof of coverage within 5 business days of your move-in date. If tenant fails to provide Manager with evidence of coverage, you will automatically be enrolled in coverage at a cost of \$12.95 per month for the duration of your contract. This Liability Insurance policy does not cover your belongings. It is recommended that Renters Insurance is acquired in addition to Liability Insurance to protect you and your personal belongings in the case of theft, fire, an injury on the property or other unforeseen acts.

**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.



## PMI CHI-TOWN

**Smoking:** We do not allow smoking inside any of our homes.

**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.

**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.

Signature of Applicant:	Date:
Signature of Applicant:	Date:
Signature of Applicant:	Date:
Signature of Applicant:	Date:
PMI Representative:	Date: