

## Rental Application Policy Overview

Thank you for applying with PMI Utah for your housing needs. In order to best serve you, we feel it is important you are made aware of, and fully understand our application policies and procedures.

Each adult over the age of 18 years needs to submit an application. The Application Fee is a minimum of \$40 per adult (plus \$5 third-party processing fee) and is non-refundable.

Before you apply for the property, read the following information carefully concerning the approval process. If you have any questions, contact our Leasing Coordinator at 801.228.0124 during business hours: Monday to Friday 9:00 am to 5:00 pm.

PMI fully complies with Fair Housing Law. We do not discriminate against persons because 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:

1. Identification Verification
2. Credit History & Verification
3. Rental History & Verification
4. Income History & Verification
5. Employment History & Verification
6. Criminal Background History
7. Pet Criteria & Petscreening.com Verification

Please read this document carefully before signing. It is the policy of this management company that applications must be completed, and all fees paid prior to submission for consideration. All completed applications are processed on a daily basis (Mon-Fri). All approved applications for the same property may be submitted for final decision.

### **An application will contain:**

1. Signed PMI Rental Application Policies and Procedures
2. PMI Residential Lease Application; (One for each individual 18 years and older)
3. Application fee for each PMI Residential Lease Application submitted

### **Required Supportive Documentation:**

1. Valid Driver's License or another Valid Photo ID for each Residential Lease Application submitted
2. Verifiable Proof of Income (Min. 2 months of paystubs or 2 years of tax returns if self-employed/1099)
3. Completed Pet Screening Profile (Applicable if pets are being considered)

**Application Notice:** 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 Lease Initiation Fee to secure the property. Once the Security Deposit & NON REFUNDABLE Lease Initiation fee have been received, you will have 24 hours to sign the lease once it has been sent to you. 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.

***ALL FEES PROVIDED HEREIN ARE SUBJECT TO CHANGE. ENQUIRE WITH OFFICE FOR MOST CURRENT LIST.***

## General Rental Criteria

**Verifiable Gross Income:** Minimum of three times the rent charged on the residence.

**Evictions:** No Forcible Entry & Detainers (Evictions) unless you have a verifiable documentation of landlord irresponsibility. However, Evictions due to property damage by the resident will be accepted under any circumstance. No history of any damage to the residence, or an outstanding balance due to a previous landlord. If you have no prior rental history then you must have a qualified co-signer - the cosigner must be a resident of Utah, have a good credit history and be willing to sign the lease. We can accept base housing as rental history.

**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 score, an additional Security Deposit and participation in a Credit Reporting Program will be required. All lease holder's credit scores are averaged. See below:

- Credit Score below 500 will be declined
- Credit Score 501-549: 1.0x Rent as Security Deposit, plus participation in credit report program<sup>1</sup>
- Credit Score 550-599: 1.0x Rent as Security Deposit, plus participation in credit report program<sup>1</sup>
- Credit Score 600-649: 1.0x Rent as Security Deposit, plus participation in credit report program
- Credit Score 650+: 1.0x Rent as Security Deposit

Co-signers are eligible to help increase your credit score if needed. Qualified co-signer's Credit Score must have a minimum of 700 or higher. *Example: Applicant 1 Credit Score = 540 + Co-signer 1 Credit Score = 700, Average Credit Score = 620*

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

**Credit Reporting Program:** PMI requires participation in a credit reporting program if your credit score is below a specific range.

**Additional Conditions and Fees:** Lease will obligate you to terms, conditions and additional fees.

**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.

**Non-Disparagement:** Prior to signing a lease you will be required to sign a non-disparagement agreement.

*PMI is an Equal Opportunity Housing Company. Our staff members adhere to a strict Code of Ethics, and to the Federal Fair Housing Law.*

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<sup>1</sup> Requires qualified co-signor.

## Privacy Notice

You have chosen to do business with PMI and we take great care with the confidential information that may come into our possession during the course of your relationship with us. We are committed to maintaining the confidentiality of that information. Non-public personal information is information about you that we are provided in connection with providing our services to you and the owner of the property where you reside. Nonpublic personal information does not include information that is available from public sources.

We collect personal information about you from the following sources:

- Information we receive from you on applications or other forms
- Information about your transactions with us
- Information about your transaction with non-affiliated third parties
- Information we receive from a consumer-reporting agency

We respect the privacy of our customers, and we do not disclose nonpublic personal information about our customers or former customers to anyone, except as permitted by law. We restrict access to nonpublic personal information about you to those employees who need that information to provide products to you.

We maintain reasonable physical, electronic, and procedural safeguards to guard your nonpublic personal information. We want our customers to understand our commitment to privacy in our use of customer information. Customers who have any questions about the Privacy Policy or have any questions about the privacy of their customer information should call PMI.

## Pet Policy

PMI has a very basic pet policy. Many of our properties (NOT all) allow pets. We have had Labs and Chihuahuas, cats and mice (not together of course), snakes, ferrets, birds and rabbits. We understand that a pet plays a significant part in many people's lives. Please make sure to ask if the property that has caught your eye accepts pets. Pet Screening is required for all animals looking to be accepted in one of our properties. PMI charges a pet rent each month for each of your animals. The term "pet rent" is simply rent you will pay for the allowance of your pet to occupy the rental unit with you. Pet rent is charged on a monthly basis and is paid with your rent. Some types of animals are NOT accepted for insurance issues.

The fees below are minimums and are subject to change.

Processing Fee (non-refundable)	\$150 (one-time flat fee)
Pet Deposit (refundable)	\$350 per animal (one-time fee)
Domestic Dogs (per dog)	
Small dog (1 - 49 lbs.)	\$45
Large dog (50+ lbs.)	\$75
Domestic Cats (per cat)	\$35
Birds or Caged Animals	\$0
Farm/Exotic Animals	Case by Case Basis