

Tenant Selection Guidelines

PMI uses these four (4) forms of criteria for successful applicant leasing of a conventional market rate (non- HUD/RHS/ PHFA subsidized) apartment:

1. **Sufficient *verifiable* monthly gross income.**
2. **Positive credit history.**
3. **Prior/most recent housing rental history must be verified as positive.**
4. **Satisfactory results from Nationwide Criminal Background Check.**

An applicant may be rejected for failing to meet the minimum standards for any one (1) or more of these four above criteria. PMI properties perform authorized third party criminal background searches on ALL otherwise qualified applicants. Applicants who also insist on housing an unqualified pet or inappropriate number of co-applicants/dependents in the unit (local occupancy or UCC codes will be maintained) may be refused lease approval on this basis. Finally, if the applicant provides incomplete, inconsistent, or false information on the application it may also be rejected.

Please have the following with you when you turn in your application.

- An application completed for all adults who wish to occupy the home.
- A \$25.00 (per applicant) check, money order, or credit card for a non-refundable credit check fee.
- A check, money order, or credit card for \$50.00 to reserve an apartment for you. This will be applied to your security deposit when your application is approved. This will be refunded if your application is not approved. If you cancel the application at any time, this money will be forfeited. The balance of your security deposit is due at the time of your lease signing.
- One form of State/Federal issued photo identification such as a Driver's License, Military ID, or United States issued Passport.
- Social Security Card (original and non-laminated). If you have never been issued a United States Social Security Number, you will only be considered for acceptance if you can provide a United States issued Visa or I-94 document.
- Pay stubs from the last 2 pay periods or other proof of income. If you are self-employed then the most current tax return must be provided. If you have just started a new job, you must provide an employer certified statement of salary/wage rate.

Pets are conditional with a \$200.00 initial pet fee (per unit) as well as a \$25.00 monthly pet fee. Please fill out the separate Pet Application and provide a picture of your Pet(s).

The application process will only begin when all items/information that is needed is supplied. Once all information has been received, the application process will take about 48 hours, depending upon verification of all information. We will notify you of our decision by phone. If you have any question in the meantime, please call.

New residents are responsible for any utility connection fees.

If a current resident has referred you to us, please indicate the resident's name and/or address below.

Name

Address