



## **Rental Application Policy and Procedures General Rental Criteria and Privacy Notice**

### **Rental Application Policy**

Thank you for applying with PMI Amazing Spaces 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.

Each adult over the age of 18 years needs to submit an application. The Application Fee is \$25 per adult and it is non-refundable.

Before you apply for the home, read the following information carefully concerning the approval process. If you have any questions, contact our Leasing Coordinator at [info@pmiamazingspaces.com](mailto:info@pmiamazingspaces.com) during business hours: Monday to Friday 8:30 am to 6pm EST. PMI Amazing Spaces fully complies with the 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 & Terrorist Database Search (Addendum Attached)**
- 7. Pet Criteria (Addendum Attached) "Pet & Animal Policy Profile"**

**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 (Mon-Fri, excluding Holidays). All approved applications for the same property may be submitted for final decision.

**A Complete Application Will Contain these six items:** (Please make sure you provide a current phone number and email. We will use them for correspondence during the application process.)



1. **Completed Pet & Animal Policy Profile (DO THIS FIRST)**  
(ALL Applicants MUST complete a Pet & Animal Policy Profile. If NO Pet or Animal is being considered for the property you will still need to sign the NO PET Policy Agreement) Follow the link to our Pet & Animal Policy Page and choose the appropriate policy for you; [Pet & Animal Policy Profile Site](#)
2. **Signed PMI Amazing Spaces Rental Application Policy and Procedures Form**
3. **PMI Amazing Spaces Residential Lease Application; (One for each individual 18 years and older)**
4. **\$25 Application fee for each PMI Amazing Spaces Residential Lease Application submitted**

**Required Supportive Documentation:** (If you are unable to upload all necessary documents at the end of the application process please email them directly to [info@pmiamazingspaces.com](mailto:info@pmiamazingspaces.com))

5. **Valid Driver's License or other Government Issued Photo ID for each Residential Lease Application submitted**
6. **Verifiable Proof of Income (2 Months of Bank Statements & 2 months of pay stubs or 2 years of tax returns if self-employed/1099)**

## General Rental Criteria

### Two Years of Good Rental History

**No Forcible Entry & Detainers (Evictions)** unless you have a verifiable documentation of landlord irresponsibility. However, an FE&D (Eviction) due to property damage by the resident will not 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 the State where the Rental Property is located, have a good credit history and be willing to sign the lease. We can accept military base housing as rental history.

### Verifiable Gross Income:

Minimum of 2.75 times 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.



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**Criminal Background Check:**

Residency may be denied due to criminal history.

**Credit History and Security Deposit:**

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. All lease holder's credit scores are averaged. See below:

- Credit Score below 500 will be declined
- Credit Score 501-549: 2.0 times Security Deposit will be required due to Credit Score
- Credit Score 550-599: 1.5 times Security Deposit will be required due to Credit Score
- Credit Score 600-619: 1.25 times Security Deposit will be required due to Credit Score
- Credit Score 620 or above: No additional Security Deposit will be required due to Credit Score.

Credit Scores 500-619 will be REQUIRED to enroll in our Credit Reporting Program. (Leaseholders Only & Only on Properties Managed by PMI Amazing Spaces). Credit Scores 600 & higher are also available to sign up for the Credit Reporting Program at their option.

Co-signers are eligible to help increase your credit score average if needed. Qualified co-signer's Credit Score must be a minimum of 700.

Example:

Applicant 1 Credit Score = 501 + Co-signer 1 Credit Score = 700, Average Credit Score = 600

**Credit Contingency Fees**

Applicants who score 619 or below are deemed higher credit risks, more likely to default on their lease or pay the rent late, creating additional workload and risk for PMI Amazing Spaces. For that reason, these applicants would also have to pay a monthly Credit Contingency Fee. This fee varies from **\$5** per month up to **\$70** per month, based upon how far your score is below 619. These fees are non-refundable.

**Maximum Occupancy:**

Please note that these are the maximum number of occupants who may occupy homes with the number of bedrooms noted:

- Efficiency - 2 Occupants
- 1 Bedroom - 3 Occupants
- 2 Bedrooms - 5 Occupants
- 3 Bedrooms - 7 Occupants
- 4 Bedrooms - 9 Occupants
- 5 Bedrooms - 11 Occupants



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**Roommates:** 3 or more adults, non-related persons will be considered roommates. There will be a specific security deposit requirement.

3 Bedrooms - 3 Roommates = will require 2 months deposit

4 Bedrooms - 4 Roommates = will require 2.5 months deposit

5 Bedrooms - 5 Roommates = will require 3 months deposit

**Resident Liability Insurance:** PMI Amazing Spaces requires you to have Resident Liability Insurance. (Addendum Attached)

### Resident Benefits Package

All of our tenants are automatically enrolled in our Tenant Benefit Package at a price of **\$29.00** per month. The following items are included as part of the package:

- Renters Insurance that covers \$10k of your personal belongings, plus \$100k in liability coverage
- Online Resident Portal for making payments, reporting repairs, etc.
- HVAC filter delivery every three months
- 24/7/365 maintenance & repair hotline
- Free recurring ACH e-payments
- Citizen Home Solutions personal concierge for assisting with utility connections

### Convenience Fees

PMI Amazing Spaces encourages all tenants to pay their monthly rent using automatic bank account debits through the online Resident Portal. This payment method is free of charge. Other forms of payment carry convenience fees of varying amounts between \$3.75 and \$31. These fees are to reimburse PMI Amazing Spaces for costs that payment processors charge, as well as our internal costs for additional work involved with payments that are not automatic.

### Houses with Septic Tanks, Well Water, or Solar Power

If the house you're renting has a septic tank instead of public sewer, well water instead of public water, or solar power instead of standard electric, there will be additional monthly charges to reimburse the landlord for the costs of maintaining these systems. Septic rent would be **\$15.00/mo**, well water rent would be **\$25/mo**, and solar rent would be **\$100/mo**. This is essentially no different than if you rented a house with public utilities and paid for the utility bills on your monthly utility bill.

### Move-In Funds

Prior to moving in, you will be required to pay all amounts due using certified funds. This is typically done by paying with cash using our Rent Money system that allows you to pay cash at Wal Mart and other convenient locations. If moving in on a day other than the first of a month, then you will have pro-rated rent to pay, in addition to your other fees. Please note that when moving in on the 21st or later of the month, you will need to pay not only the current month's rent and fees, but also the following month's rent and fees, since it is so close to the new month. Also, please note that while the rent is pro-rated for partial months, the monthly fees are not.



**Credit Reporting Program:** PMI Amazing Spaces offers an excellent program to build your credit by doing something that you already do, paying your rent on time. (Addendum Attached)

**Non-Disparagement Clause:** You will be required to sign a Mutual Non-Disparagement Clause with your lease. This Clause protects yourself and PMI Amazing Spaces from disparaging comments, verbally or in writing that could be injurious to business, reputation, property or disparaging comments which are false. (Addendum Attached)

**Upon Approval:** The applicant(s) will be notified of by phone, email or both. the property will stay on a temporary hold while we write a lease. A lease will be sent out for the agreed upon move in date through DocuSign for you to review and sign online. You will have 32 hours to submit the required Security Deposit to secure the property. Once the Security Deposit has been acknowledged by the bank as received, the property will be taken off market. If the lease is not signed within the allotted time, PMI Amazing Spaces reserves the right to process the next application received or consider any other approved applications.

Once all fees and prorated rent have been paid, we will give you the lock box combination on the morning of your move in for the property to obtain your keys.

**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 lease holders have not physically seen the property prior to a lease being signed, a "Sight Unseen Addendum" will be required to be signed by all lease holders.

**Lease Processing Fee:** There will be a one-time lease processing fee of \$120 charged and it will need to be paid at the time of your lease signing.

**PMI Amazing Spaces is an Equal Opportunity Housing Company and a member of the National Association of Residential Property Managers (NARPM®). Our staff members adhere to a strict Code of Ethics, and to the Federal Fair Housing Law.**

**\*\*\*\*CAUTION: READ THIS BEFORE STARTING THE ONLINE APPLICATION PROCESS\*\*\*\***

Due to the enhanced security features built into this online application, there are a few user limitations you need to be aware of.

1. If you're using a PC or Mac device connected to a corporate server on a network, you will likely experience difficulty submitting the application. Therefore, wait until you're at home to do this.



2. The security settings on this application are far too advanced for old versions of Internet Explorer. Please use one of the following browsers: Internet Explorer 10 or 11, Firefox, Safari, or Chrome.
3. If you're still using Windows XP as your operating system, your web browser will not have the latest and greatest security features, since Microsoft is no longer supporting Windows XP. Please use another computer with a more recent operating system.
4. Cookies must be enabled in your browser.
5. Lastly, while completing the online application process, do NOT press the BACK button on your browser. If you do, you will be locked out, for security reasons.

## Privacy Notice

You have chosen to do business with PMI Amazing Spaces, and we are obligated to honor the relationship with great care, beginning with the confidential information that may come into our possession during the course of your transaction with us. We believe that your privacy should not be compromised and are committed to maintaining the confidentiality of that information.

You can be assured that we are respecting your privacy and safeguarding your “nonpublic personal information”. Non-public personal information is information about you that we collect in connection with providing a financial product or service to you. Nonpublic personal information does not include information that is available from public sources, such as telephone directories or governmental records.

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 will 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 physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

We will not disclose nonpublic personal information about our customers or former customers to nonaffiliated third parties, except permitted by law.

PMI Amazing Spaces, recognizes and respects the privacy expectations of our customers. 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 Amazing Spaces.

## Pet Policy

PMI Amazing Spaces has a very basic pet policy. Most of our properties allow almost any pet you could imagine! 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, so we strive to allow most animals in most of our rental properties. Please make sure to ask if the property that has caught your eye accepts pets.

Pet Screening Profiles are required for all animals looking to be accepted in one of our properties. Pet Screenings can be completed by going to: <https://amazingspaces.petscreening.com>

The only general restriction we have is that your animal must be one year of age or older. We are willing to work with some puppies and kittens, depending on age and training and the general application information of their owners; however, this is handled on a case by case basis (pet fees will be charged according to the anticipated full-grown weight of your animal). If you have several pets, please call to make sure that we have a property suitable for a large number of animals. Regardless of prior consent, PMI Amazing Spaces reserves the right to have any pet removed from the property if it is determined that the pet poses a threat to the safety or condition of the property or any people in the property or the community.

PMI Amazing Spaces charges 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. The charges breakdown as follows for different types and sizes of animals:

### **Pet Fees**

#### **Refundable Pet Deposit & Processing Fee for Non-Caged Animals**

If you have a pet, you will be required to pay a refundable pet deposit of **\$100** per pet and a **\$50.00** Pet Clerical Fee per pet upon move-in. This is a one-time fee. In addition to this fee, you will also have monthly pet administration fees per pet. The amount of the pet administration fee is determined based upon the "Paw Score" that PetScreening.com assigns to your pet. This score is determined using a proprietary formula that takes into account things like pet age, weight, vaccination records, etc. The following are the pet fees amounts:

- 5 Paws - \$25.00/mo



- 4 Paws - \$30.00/mo
- 3 Paws - \$40.00/mo
- 2 Paws - \$50.00/mo
- 1 Paw - \$75.00/mo

Please note that the following dog breeds maybe restricted by landlord insurance policies, and you would be required to provide your own pet liability insurance covering the specific dog and naming both our brokerage and the property owner as additional insured on the policy:

Pit Bull Terriers, Staffordshire Terriers, Rottweilers, German Shepherds, Presa Canarios, Chows Chows, Doberman Pinschers, Akitas, Wolf-hybrids, Mastiffs, Cane Corsos, Great Danes, Alaskan Malamutes, Siberian Huskies, and any mix with these breeds.

## Resident Liability Insurance

### What A Resident Needs to Know

As a condition of our lease, and during its duration, we require all residents to carry liability insurance (minimum \$100,000 coverage) for damages caused to the property resulting from the resident's action or inaction. To satisfy this lease minimum insurance requirement, you have two options:

#### **Option 1: Do nothing and you will be enrolled in our Resident Liability (RL) Insurance Program:**

This is an **easy, convenient, and low-cost** way to meet your lease requirement but does NOT cover your personal belongings. You pay the monthly premium together with rent. (See Complete details below). **Cost \$12.95/month**

#### **Option 2: Purchase Renters Insurance from a licensed agent and provide proof of coverage**

Having renter's insurance will meet your lease requirement and also provide protection for your personal belongings from theft or damage. **Cost: More than RL policy and depends upon factors including your insurance provider, applicant's creditworthiness, coverage, etc.**

### Resident Liability Insurance Program Details

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The coverage provided by our resident liability insurance program meets the minimum requirements of the lease. The policy covers your legal liability for damage to the landlord's property (covered losses include fire, smoke, explosion, water discharge or sewer backup) up to \$100,000.

If the property damage from fire, smoke, explosion, water discharge or sewer backup result from the negligent acts or omissions of a participating resident are under \$100,000, landlord may make a claim up to \$5,000 to replace tangible personal property as determined by the property owner and subject to the terms of any applicable owner insurance policy; provided that in no event shall the sum of the property owner's covered damages and all amounts paid exceed \$100,000. Coverage also includes damage to windows and doors regardless of the cause of loss.

The policy does not cover your personal belongings for all causes of loss, nor does it cover additional living expenses, or liability arising out of bodily injury or property damage to any third party. If you require any of these coverages, you should contact an insurance agent or insurance company of your choice and sign up for a Renter's Insurance (HO-4) Policy.

**Monthly Cost:** \$12.95 / Per Month

**Policy Details:** All Claims should be reported to your Property Manager.

**Questions Regarding Insurance Requirements to Maintain Lease Compliance:** Contact Kim LeMere, Stern Risk Partners - 720.667.9918 or [klemere@sternrisk.com](mailto:klemere@sternrisk.com).

**For Additional Contents Coverage:** Please visit <https://www.worthavegroup.com/portal/stern>

Please Note: You are under no obligation to participate in our resident liability insurance program. You may satisfy the lease minimum insurance requirement by obtaining and maintaining (during the duration of the lease) a personal renter's insurance or liability insurance policy from an insurance agent or insurance company of your choice and providing proof of coverage (adding PMI Amazing Spaces as an additional interest on the policy and providing us a copy of the declarations page).

Resident Liability Insurance Policy is provided by Great American E&S Insurance Company  
300E. Fourth Street, 20th Floor | Cincinnati, OH 45202 | Toll Free: (877) 429-3816 | Email: [FISClaims@gaic.com](mailto:FISClaims@gaic.com)  
Program is administered by Beecher Carlson  
Six Concourse Parkway, Suite 2300 | Atlanta, GA 30328 | Phone: 404-460-1349

## Build Your Credit History with PMI Amazing Spaces It's Simple yet POWERFUL.

You probably already know that credit history has a big impact on how we live our lives. It determines what credit access you qualify for and what interest rate you pay for: credit cards, mortgage loans, car payments, etc. We understand the importance of building credit history and believe that renters should be able to build their credit by making on-time payments just as homeowners do by paying their mortgage.

### **HOW IT WORKS:**

**Renters Sign Up:** Your account is automatically set up as soon as you join the PMI Credit Reporting Program.

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**Rent Verification:** As a PMI Amazing Spaces Tenant, our system automatically verifies your rental payment information so it can be included in your credit report.

**Rental History to Credit Bureau:** Every month we provide your rental payment history to at least one national credit bureau.

**Credit Score Impact:** Once you start the program, your credit history and credit score will be updated in as little as 10 days. Including rental payment history allows you to establish and build credit history.

### Increase your credit score, **Change Your Life!**

We believe that changing your credit score is not merely about changing a number. It is about creating access to financial possibilities so you can live the life you've always wanted.

- YES; I would like to be enrolled in the PMI Credit Reporting Program. (\$25/Month)
- NO; I do not want to take advantage of this great opportunity to add my rental history to my credit report.

\*Credit Reporting Program Disclaimer: Enrollment in the Credit Reporting Program does not guarantee a tenant's credit score will improve.

## MUTUAL NON-DISPARAGEMENT CLAUSE

The parties to this agreement mutually agree and covenant not to disparage one-another by publishing to any third-party, verbally or in writing, derogatory statements, "reviews," comments or remarks that are, or could reasonably be construed as being, injurious to the other's business, reputation or property and/or which are false, or would tend to cast a false or negative light on the other, including without limitation, statements of opinion, comparison or evaluation.

The categories of statements expressly prohibited by this agreement shall include, but are not limited to statements, including written, photographic or video-based reviews, testimonials or evaluations, published on any internet website, crowd-sourced review publication or database (including but not limited to Yelp, Facebook, Google Maps, Twitter, Angie's List, Manta, Rip-off Report, Consumer Affairs, Google Reviews) whose subject matter is, whether in whole or in part: (i) the performance or breach by the other party of any of such party's obligations under any written agreement entered by the parties (whether prior or subsequent to this Agreement), including without limitation any lease or property management agreement; (ii) the performance or breach by the other party of any legal or regulatory duty; (iii) the physical condition of any real property, including without limitation required repairs or maintenance, or requests therefore; and (iv) the payment, refund or accounting for any security deposit. Anything to the contrary herein notwithstanding, the parties acknowledge and agree that this agreement is intended to constitute a voluntary, mutually agreed and mutually binding waiver and restriction of certain rights of the parties, including the ability to speak publicly, but shall not prohibit any party from publishing or making factual and accurate statements about the other party to any of the following:

1. law enforcement agencies;
2. regulatory agencies, including the State Real Estate Commission;



3. courts of this state, to the extent that such statements are made in connection with a legal proceeding;
4. an attorney representing the party making the statement(s); and/or
5. any credit bureau or other reporting agency, provided that the statements otherwise comply with applicable laws.

If any dispute arises regarding whether any remark, statement, or publication is disparaging or otherwise violates this agreement, the parties agree that for purposes of this provision, that any remark, statement, or publication shall be irrefutably deemed disparaging if: (1) the other party requests, in writing, that the party publishing the same removes the statement and/or publication; and (2) the statement and/or publication is not removed from publication within 72 hours of said written request.

The parties mutually agree that breach of this agreement shall subject to non-breaching party to damages, the amount of which are difficult to determine. Accordingly, the parties agree that damages for failure to comply with this provision shall be liquidated at \$500.00 per day for each day that a disparaging statement remains in publication following the 72-hour notice and demand period herein specified. The parties further agree that enforcement of this provision is appropriate through injunctive relief, notwithstanding any rights of the parties under the First Amendment to the United States and/or State Constitutions or other codified statute, regulation, or code, and that any party who prevails on enforcement of this provision shall be entitled to recover from the non-prevailing party all costs and attorney fees associated with the enforcement hereof. The parties to this agreement agree that this provision shall survive the termination, expiration or cancellation of the lease and this agreement in enforceable at any time should any party publish a disparaging statement in violation hereof.