



Rental Application Policy

Welcome! Thank you for applying with **PMI Atlanta City** 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.

Please read this document carefully before signing. It is the policy of **PMI Atlanta City** that applications must be complete and all fees paid prior to submission for consideration. All completed applications are processed on a daily basis. (Monday - Friday, excluding Holidays). If you have any questions, please contact our leasing department at sukhpreet@pmiatlantacity.com during normal business hours (Monday - Friday from 9am-5pm).

Each individual over the age of 18 years needs to submit an application. The Application Fee is \$90.00 plus \$10.00 processing fee per adult and is non-refundable.

PMI Atlanta City fully complies with Fair Housing Law. We do not discriminate against persons on the basis 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 Six factors:

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

A completed application will contain:

1. **PMI Atlanta City** Residential Lease Application; (One for each individual 18 years and older)
2. \$90.00 (Non-Refundable) Application fee plus \$10 processing fee (Non-Refundable) for each **PMI Atlanta City** Residential Lease Application submitted
3. Valid Driver's License or other Government issued ID for each Residential Lease Application submitted
4. Verifiable Proof of Income: (Last 2 months of pay stubs with corresponding month's statement or Last 2 months of bank statements, if self-employed)
5. Proof of Funds: (Last 2 Months of Bank Statements; applicable to business owners only)
6. We also need to know if you'll have any minor residing with you during tenancy.
7. **Completed Pet Screening Profile** <https://pmiatlantacity.petscreening.com>

We need you to upload the color copies of items listed above to the application or email to sukhpreet@pmiatlantacity.com.

General Rental Criteria

Rental History Good Rental History

No Forcible Entry & Detainer (Evictions) unless you have verifiable documentation of landlord irresponsibility.

Verifiable Gross Income: Minimum of 3x 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. In order to verify applicant income, **PMI Atlanta City** relies on a third-party verification service called Plaid. All applicants will start the verification process within this application. Application submittals are not considered complete until an automated income verification report from Plaid has been received by the person processing your application. PMI fully complies with Fair Housing Law. We do not discriminate against persons because of Race, Color, National Origin, Religion, Sex, Familial Status, and Disability. We also comply with all state and local fair housing laws.

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, a specific deposit amount will be required. Credit for all applicants over the age of 18 will be taken into consideration. If your Credit Score is below 600, we may need to request for a co-signer that has at least 700 Credit Score and will be enrolled in a credit reporting program. Credit Score below 500 will be declined.

Maximum Occupancy: Two per bedroom + one

Upon Approval: The property will stay on a temporary hold while we underwrite your lease. **AN APPROVED APPLICATION AND FULL MONTH'S RENT ARE REQUIRED TO HOLD A PROPERTY! The reservation fee is NON-REFUNDABLE once the application is approved. This fee will be applied as the first month's rent for move-in purposes.** Lease will be sent out for the agreed upon move in date through Rentsign for you to review and sign online. You will have 24 hours to review and sign the lease once it has been sent to you. After the lease has been signed we will take the property off the market. Once all fees and prorated rents have been paid we will, on the morning of your lease start date, provide you with possession of the home including keys, remotes or other items necessary for access.

Upon Approval Tenants Will Be Subject to A \$150 One-Time Tenant Set Up Fee.

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