

Rental Application Policy

Thank you for applying with PMI Lafayette 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 \$55 per adult and it is non-refundable. You may apply online at www.pmilafayette.com

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@pmilafayette.com during business hours. Monday to Friday 8am to 5pm EST.

PMI Lafayette 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) "Petscreening.com Pet 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.

An application will contain:

1. Signed PMI Lafayette General Rental Criteria, Rental Application Policy and Procedures Form
2. Signed PMI Lafayette Privacy Notice (Full Addendum Attached)
3. PMI Lafayette Residential Lease Application; (One for each individual 18 years and older)
4. \$55 Application fee for each PMI Lafayette Residential Lease Application submitted

Required Supportive Documentation:

5. Valid Driver's License or other Photo ID for each Residential Lease Application submitted
6. Verifiable Proof of Income
(2 Months of Bank Statements & 2 months of paystubs or 2 years of tax returns if self-employed/1099)
7. Completed Pet Screening Profile (Applicable if pets are being considered); <https://pmilafayette.petscreening.com>

General Rental Criteria

Two Years of Good Rental History

No Forcible Entry & Detainer (Evictions) unless you have verifiable documentation of landlord irresponsibility. However, an FE&D due to property damage by the resident will not be accepted under any circumstances. No history of any damage to the residence, or an outstanding balance due to a previous landlord.

Verifiable Gross Income:

Minimum of three 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.

Criminal Background Check:

Residency may be denied due to criminal history (see Criminal Background Criteria) each application is looked at on an individual basis.

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.

Co-signers are eligible to help increase income if needed. Qualified co-signer's Credit Score must have a minimum of 700 or higher and make at least 4x the amount of the rent.

Security Deposit:

A Traditional deposit equal to between 1x monthly rent to 3x monthly rent or we have tenants use a security deposit insurance policy.

Maximum Occupancy:

Please note that these are guidelines for the maximum number of occupants who may occupy homes with the number of bedrooms noted: We follow all zoning laws.

Efficiency - 2 Occupants	1 Bedroom - 2 Occupants	2 Bedrooms - 4 Occupants
3 Bedrooms - 6 Occupants	4 Bedrooms - 8 Occupants	

Roommates: No more than 3 unrelated person may occupy a home/ apartment.

Resident Liability Insurance: PMI Lafayette requires you to have Resident Liability Insurance. (Addendum Attached)

Resident Benefit Package: The PMI Lafayette Resident Benefits Package (RBP) delivers savings and convenient, professional services that make taking care of your home second nature. By applying, Applicant agrees to be enrolled and to pay the applicable cost of \$25/month, payable with rent.

Your RBP may include, subject to property mechanicals or other limitations:

- Changing filters, a known tenant responsibility, is now as easy as opening the front door. For our properties with HVAC, we've made every effort to ensure your obligation to change the filter(s) is as easy as possible by having them delivered to your door approximately every 90 days, or as required by your system. This service helps you save up to \$250 per year, improves your indoor air quality, and reduces the hassles and liability of repairs.
- Utility concierge service: one call set up your general utility services, cable, and internet services – all at the best price available.

PMI LAFAYETTE

- A resident rewards program that helps you earn rewards for just enrolling and paying your rent on time; enjoy saving on everyday expenses for a premier rental experience.
- 24/7 online maintenance reporting aimed at making reporting those pesky maintenance issues easy and timely.
- Home buying assistance for when the time is right to buy your “forever” home.
- Easy access to your account, documents, and communication resources through our convenient online portal.
- We know you’re busy, so choose from a variety of ways to make your rental payments online.
- Vetted vendor network: we find the technicians, and you can feel comfortable knowing they are reputable, licensed, and insured.
- Credit reporting to help boost your credit score with timely rent payments.

NOTE: The total monthly cost of the Resident Benefits Package is all-inclusive, and no discounts will be given if any element of the package is unavailable due to a lack of HVAC or another limitation at a specific property.

Non-Disparagement Clause: You will be required to sign a Mutual Non-Disparagement Clause with your lease. This Clause protects yourself and PMI Lafayette 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 by phone, email or both. Once your application has been approved, you will have 24 hours to submit the required The Guarantor’s Bond for the Security Deposit or a traditional cash deposit by certified funds. Once received, you will have 5 days to sign the lease once it has been sent to take the property off the market. If the lease is not signed within the allotted time PMI Lafayette reserves the right to process the next application received or consider any other approved applications.

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

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.

PMI Lafayette 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.

Privacy Notice

You have chosen to do business with PMI Lafayette, 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”. Nonpublic 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 nonaffiliated 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 Lafayette 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 Lafayette.

Criminal Background Criteria

Disqualification From Residency For Life (Convictions ONLY)

- **First or Second-Degree Murder**
- **First Through Third Degree Assault**
- **Kidnapping**
- **First Through Fourth Degree Criminal Sexual Conduct**
- **Arson**
- **Harassment and Stalking**
- **An Attempt to Commit one of the above crimes**
- **A conviction in another jurisdiction that would be a violation of the above crimes**

Disqualification From Residency For 10 Years After the Completion of Their Sentence (Convictions ONLY)

- **Third Degree Murder**
- **Second Degree Manslaughter**
- **Criminal Vehicular Homicide or Injury**
- **Simple or Aggravated Robbery**
- **Any Felony Drug or Narcotics Convictions**
- **False Imprisonment**
- **Carrying a weapon without a permit or any other weapons charge**
- **Felony Theft**
- **Felony Forgery**
- **Felony Burglary**
- **Terrorist Threats**
- **Felony Controlled Substance**
- **An Attempt to commit one of the above crimes**
- **A Conviction in another jurisdiction that would be a violation of the above crimes**

Disqualification From Residency For 5 Years After the Completion of Their Sentence (Convictions ONLY)

- **Non-Felony Violation of Harassment and/or Stalking**
- **Fourth Degree Assault**
- **An Attempt to commit one of the above crimes**
- **A Conviction in another jurisdiction that would be a violation of the above crimes**

Pet Policy

PMI Lafayette 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), 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. ESA and Service animals are not considered pets under this policy. Pet Screenings can be completed by going to: <https://pmilafayette.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 rent 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 Lafayette reserves the right to have any animal removed from the property if it is determined that the animal poses a threat to the safety or condition of the property or any people in the property or the community.

PMI Lafayette charges pet rent each month for each of your pets. 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:

Extra Deposit

Increased Deposit	\$300 per animal

Pet Rent (Paid Monthly with Property Rent)

Domestic Dogs (per dog)	\$30
Domestic Cats (per cat)	\$30
Birds (per cage) <i>Small Breeds (ie. Budgies & Finches) - Large Breeds (ie. Parrots & os)</i>	<i>Small Breed - \$10 / Large Breed - \$20</i>
Caged Animals (per cage) (Hamsters, Gerbils, Guinea Pigs, et	\$10
Water Filled Tanks "Fish Tanks" (per tank)	<i>(10 gals.) \$10</i>

Breeds that are NOT accepted for Landlord Insurance Issues are as followed:

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 \$14.95/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

Policy Coverage: \$100,000 Legal Liability for damage to property.

The coverage provided by our resident liability program meets the minimum insurance requirements of your lease. The policy covers only your legal liability for damage to the property (covered losses include fire, smoke, explosion, water damage or backup or overflow of sewer, drain or sump) up to \$100,000. The policy is not personal liability insurance or renter's insurance. The policy does not cover any of your personal belongings, additional living expenses, or liability arising out of bodily injury or property damage to any third party. If you are interested in this additional coverage(s), you should contact a licensed insurance agent or insurance company of your choice.

Policy Details: Report all claims, in writing, to your Property Manager.

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 Lafayette 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
Program is administered by Beecher Carlson Six Concourse Parkway, Suite 2300 | Atlanta, GA 30328 | Phone: 404-460-



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 Indiana 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 Texas 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.