

## **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 unit.
- A \$25.00 (per applicant) or \$35.00 (married couple) check or money order for a non-refundable credit check fee.
- A check or money order for \$50.00 to reserve an apartment for you. This will be applied to your security deposit if approved. This will be refunded if you are rejected. If you cancel the application at any time, this money will be forfeited. The balance of security is due at lease signing.
- Drivers License or State/Federal issued photo identification.
- Social Security Card (original and non lamed). If you do not have a social security card, you will only be considered for acceptance if you can provide a United States issued Visa, Passport or I-94 document.
- Pay stub or proof of income. Proof of income can be confirmed from the last two pay stubs. If the applicant is self-employed then the most current tax return must be provided. If the applicant has just started a new job, they must provide an employer certified statement of salary/wage rate.

Pet leases are conditional with a \$200.00 initial pet fee (per unit) as well as a \$25.00 monthly pet fee.

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.

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Name

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Address