



## Rental Application Policy and Procedures

Thank you for applying with PMI Navigate 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.

Before you apply for the home, read the following information carefully concerning the approval process. 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. If you have any questions, contact our Leasing office during business hours: Monday to Friday 9am to 5pm CST.

PMI Navigate fully complies with federal, state and local Fair Housing Laws. We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin or age. All approved applications for the same property are submitted for final decision.

**Scoring Criteria:** Applications are processed on a rating system based upon factors below. If your application does not meet our minimum qualifications, your application may be denied, or additional security deposit may be required as a condition of acceptance.

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"

### **A complete application will consist of:**

1. Signed PMI Navigate General Rental Criteria, Rental Application Policy and Procedures Form
2. Signed PMI Navigate Privacy Notice
3. Completed PMI Navigate Residential Lease Application; (One for each individual 18 years and older)
4. Pay the non-refundable \$65 Application fee for each PMI Navigate Residential Lease Application submitted.
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, even if you have no animals.

### **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 Security Deposit to secure the property.
- Once the Security Deposit has been received, you will have 24 hours 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 Navigate 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.

## General Rental Criteria

### **Two Years of Good Rental History (exception- proof of ownership)**

No Forcible Entry & Detainers (FE &D) Evictions unless you have a verifiable documentation of landlord irresponsibility. However, FE&D Evictions 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 Texas, have a good credit history and be willing to sign the lease. No Evictions or Broken Leases within the last 7 years. No outstanding debt to housing providers of any kind. Proof of honorable reconciliation required. Positive re-established rental history required.

### **Verifiable Income**

Minimum Gross Income of three times (3x) the rent charged on the residence. For guarantors, we require at least 5 times the monthly rent in gross income. Unverifiable income will not be considered. All bankruptcies MUST be dismissed or discharged and no bankruptcies within the last 2 years. In order to verify applicant income, PMI Navigate relies on a third-party verification service called Plaid/PayScore. 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.

### **Criminal Background Check**

Residency may be denied due to criminal history (see Criminal Background Criteria)

### **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 score, an additional Security Deposit will be required. All lease holder's credit scores are averaged. See below:

Credit Score below 550:	will be declined
Credit Score 551-599:	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.

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

Example:

PMI NAVIGATE

Applicant 1 Credit Score = 550 + Co-signer 1 Credit Score = 700, Average Credit Score = 625  
(No additional deposit needed)

Credit Scores of 550-599 will be charged \$75 at Approval and a \$10/Monthly Risk Mitigation Fee.  
A risk Mitigation Fee is required and is not removed due to having a co-signer.

**Maximum Occupancy**

Please note that these are the maximum number of people 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

Roommates: 3 or more adults, non-related persons will be considered roommates. There will be an additional Security Deposit required for roommates.

3 Bedrooms - 3 Roommates = 2 times Security Deposit
4 Bedrooms - 4 Roommates = 3 times Security Deposit
5 Bedrooms - 5 Roommates = 4 times Security Deposit

**\*\*\* Resident Benefits Package (Only if Homeowner/investor is enrolled in Full-Service Management):**

The 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 \$50/month, payable with rent. Your RBP may include, subject to property mechanicals or other limitations:

- HVAC air filter delivery directly to your door approximately every 60 days
- Move-in concierge service that includes a one call set up your utility services, cable, and internet services
- A resident rewards program that helps you earn rewards for paying your rent on time
- Credit building to help boost your credit score with timely rent payments
- Identity Protection- Up to \$1M identity protection for stolen funds reimbursement to protect all adult leaseholders complete with a US-based Identity Restoration Specialist
- On-Demand Pest Control that includes an innovative pest control service that provides an effective, reactive, and targeted approach to pest control
- 24/7 online maintenance reporting
- Online portal that includes access to your account, documents, communication and payment options
- Vetted vendor network: we find the technicians who are reputable, licensed, and insured

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

**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 \$150 charged and it will need to be paid at the time of your lease signing.

PMI Navigate is an Equal Opportunity Housing Company and our staff are members of the National Association of Residential Property Managers (NARPM®) & National Association of REALTORS® adhering to a strict Code of Ethics, and to the Federal Fair Housing Law.

## 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
- Any Misdemeanor Drug or Narcotics Conviction
- 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 Navigate has a very basic pet policy. Most of our properties allow pets! 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://pminavigate.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 property suitable for a large number of animals. Regardless of prior consent, PMI Navigate 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 Navigate 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 break down as follows for different types and sizes of animals:

### Pet Processing Fee

Processing Fee (non-refundable)	\$250 (one time flat fee)
---------------------------------	---------------------------

### Pet Rent (Paid Monthly in addition to Property Rent)

Approved pets are based on FIDO “Paw score”	<i>1 Paw: \$75/pet                  2 Paw: \$65/pet                  3 Paw: \$55/pet                  4 Paw- \$45/pet                  5 Paw- \$35/pet</i>
Domestic Cats (per cat)	<b>\$30</b>
Birds (per cage) <i>Small Breeds (ie. Budgies &amp; Finches) – Large Breeds (ie. Parrots &amp; Cockatoos)</i>	<i>Small Breed - \$10                  Large Breed - \$20</i>
Caged Animals (per cage) (Hamsters, Gerbils, Guinea Pigs, etc)	<b>\$10</b>
Water Filled Tanks “Fish Tanks” (per tank)	<i>(10 - 24 gals.) \$10                  No Aquariums larger than 25 gallons                  allowed</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.

## Privacy Notice

You have chosen to do business with PMI Navigate and we honor that relationship with great care, beginning with the confidential information that may come into our possession during the course of your interaction 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 respect 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 transactions 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 as permitted by law.

PMI Navigate 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 Navigate.



## **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 Texas 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.