

# Tenant Application Form

## Rental Application Policy

Thank you for applying with PMI Indianapolis 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 \$40 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 317-572-7036 during business hours. Monday to Friday 9am to 5pm.

PMI 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

Please read this document carefully before signing. It is the policy of this management company that applications must be completed, and all fees paid prior to submission for consideration. All completed applications are processed on a daily basis. All approved applications for the same property may be submitted for final decision.

### **Required Supportive Documentation:**

1. Valid Driver's License or other Photo ID for each Residential Lease Application submitted
2. Verifiable Proof of Income (2 months of paystubs or 2 years of tax returns if self-employed/1099)
3. Completed Pet Screening Profile (Applicable if pets are being considered); [Pet Screening Profile](#)

Email these supporting documents to: [leasing@pmiindy.com](mailto:leasing@pmiindy.com)

### **Good Rental History:**

No Evictions unless you have a verifiable documentation of landlord irresponsibility. 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 may need to have a qualified co-signer - the cosigner must be a resident of Indiana, have a good credit history and be willing to sign the lease.

### **Verifiable Gross Income:**

Minimum of three times the rent charged on the residence. \*\*It is important you supply all verifiable income sources in the Employment and Income section.

### **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 score, an additional Security Deposit may be required. All lease holder's credit scores are considered.

**Resident Liability Insurance:** PMI requires you to have Resident Liability Insurance.

### **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 & NON REFUNDABLE Document preparation fee to secure the property. Once the Security Deposit & NON REFUNDABLE Document preparation fee have 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 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. Properties are rented in AS IS condition unless otherwise specified in the lease.

**Document Preparation Fee:** There will be a one-time document preparation fee of \$100 charged and it will need to be paid at the time of your security deposit. This fee is NON REFUNDABLE.

**PMI is an Equal Opportunity Housing Company. Our staff members adhere to a strict Code of Ethics, and to the Federal Fair Housing Law.**

#### Applicant Information

First Name	Current Address
Full Middle Name	Address Cont.
Last Name	City
Suffix	State / Province
Maiden Name	Zip / Postal Code
Gender	County
Home Phone	Country
Mobile Phone	Rent or Own?
Email	Landlord Name
SSN/SIN	Landlord Email
Date of Birth	Landlord Phone
Driver's License #	Rent Amount
Driver's License State	Rent Period
Do You or The Other Prospective Tenant(s) Smoke?	At this address since?
Where They Smoke?	
Applicant requests copy of their screening report	

Prior Residence Information

Address	Landlord/Manager Name
Address Cont.	Landlord/Manager Email
City	Landlord/Manager Phone
State / Province	Rent Amount
Zip / Postal Code	Rent Period
County	Move in date
Country	Rent or Own?
	Move out date

Employment/Income Information

Currently Employed?	Employer Name	Contact Name for Verification	Phone Number	Occupation	Monthly Gross Income	Employment Start	Employment End
Employment # 1							

Other Applicants, Guarantors and Household Members

Relationship	First Name	Full Middle Name	Last Name	Suffix
Primary Applicant				

Pets

No Pets

Vehicles

No Vehicles

Background Information

Have you (or any person you have named on this application) ever been evicted from a tenancy or left owing money?

Do you or any of the members of your household have pending criminal charges, or ever been convicted of, plead guilty or no contest to, any criminal offense(s) or had any criminal offense(s) other than traffic infractions that were disposed of other than by acquittal or a finding of "not guilty"?

Have you (or any person you have named on this application) ever filed for, or currently involved in a bankruptcy, been foreclosed on, or been a defendant in a civil suit?

Reference #1 Name	Reference #1 Phone
Reference #2 Name	Reference #2 Phone

Other Information

How many dependents will be living on the property? List Names and Ages

Photo ID



Proof of Income (paystubs or other)

**Application Agreement**

I have read, agree and affirm that all of my statements and information provided in this application are true and complete. I acknowledge that false, undisclosed, incomplete or misleading information herein may constitute grounds for rejection of this application, termination of right of occupancy of all residents and occupants under a lease and/or forfeiture of deposits and fees, and may constitute a criminal offense under the laws of this state.

I understand that this application is preliminary only and does not bind you to execute a Lease or to deliver possession of the premises to me. I authorize you to contact any references listed above and to obtain consumer reports, which may include credit, rental payment and/or eviction history and criminal background information about me and in order to verify the above information. I understand that as my prospective landlord, any co-applicants, occupants, or guarantors that may be added to this application may need to consent to and successfully pass consumer background screening reports.

By agreeing, I authorize you to obtain subsequent consumer reports, including credit reports, to ensure that I continue to satisfy the terms of my tenancy, for the collection and recovery of any financial obligations relating to my tenancy, or for any other permissible purpose. Further, if I have included information on co-applicants, other adult household members, and/or guarantors on this application, I affirm that those individuals have knowledge of their inclusion on this application and expressly authorize you to obtain subsequent consumer reports, including credit reports. I understand that you may report all positive and negative rental payment history to consumer reporting agencies who track this information for landlords, mortgage companies and other creditors. I and all occupants or guarantors hereby release from all liability or responsibility all persons and corporations requesting or supplying such information.

☒ By checking this box and clicking Next, I acknowledge that I have read and agree to all of the above terms and this [Arbitration Agreement and Class Action Waiver](#).

All Applicants, co-applicants and guarantors (if any) must sign below:

Printed Name

Signature

Date

ID Photo will be showing here

Pay Stubs picture will be showing here