



PMI METROPLEX PROPERTIES

Privacy Notice

You have chosen to do business with PMI Metroplex 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 (NPI) is information about you that we collect in connection with providing a financial product or service to you. NPI 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 Metroplex 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 Metroplex.



PMI METROPLEX PROPERTIES

Rental Application Policy and Procedures

Thank you for applying with PMI Metroplex 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 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). All approved applications for the same property are submitted for final decision.

A complete application will contain:

1. Signed PMI Metroplex Rental Application Policy and Procedures Form
2. Signed PMI Metroplex General Rental Criteria
3. Signed PMI Metroplex Privacy Notice
4. Completed PMI Metroplex Residential Lease Application; (One for each individual 18 years and older)
5. \$55 Application fee for each PMI Metroplex Residential Lease Application submitted
6. Valid Driver's License or other Photo ID for each Residential Lease Application submitted
7. Verifiable Proof of Income (Minimum of 2 months of paystubs, 2 years of tax returns if self-employed/1099)
8. Completed Pet Policy Acknowledgement, even if you have no animals (A pet profile for each pet/animal if pets are being considered) [Pet Screening Profile](#)

Upon Approval:

The applicant will be notified by phone, email or both.

1. Once the applicant has been approved, they will have 24 hours to submit the security deposit to secure the property in the form of a cashier's check made payable to PMI Metroplex.
2. Once the security deposit has been submitted, applicant will have 24 hours to sign lease once it has been sent to take the property off the market.

If the lease is not signed within the allotted time PMI Metroplex will withdraw approval and will process the next application received or consider other applications. Each occupant and co-applicant 18 years or older must submit a separate application. Once the application has been processed the total \$55 application fee will not be refundable. If the application has not been processed, the \$50 application fee may be refundable, but the \$5 online payment processing fee will not be refundable.

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.

PMI Metroplex 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 Laws.



**Property
Management** INC.

PMI METROPLEX PROPERTIES

General Rental Criteria

Two Years of Good Rental History

No Forcible Entry & Detainers (Evictions) unless you have a verifiable documentation of landlord irresponsibility. However, FE&D 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 (and pay the non-refundable \$55 application fee).

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 not subsidized housing.

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.

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



PMI METROPLEX PROPERTIES

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). Exceptions for non-violent crimes may be made based on individual circumstances.

- 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). Exceptions for non-violent crimes may be made based on individual circumstances.

- 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



PMI METROPLEX PROPERTIES

Pet Policy

PMI Metroplex 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), snakes, 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. Pet Screenings can be completed by going to: [Click here to go to Pet Screening](#)

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 Metroplex 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 Metroplex charges pet rent each month for each of your animals. 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:

Refundable Pet Deposit & Processing Fee for Non-Caged Animals

Processing Fee (non-refundable)	\$100 (one time flat fee)
Pet Deposit (refundable)	\$300 per animal (one-time fee)

Pet Rent (Paid Monthly with Property Rent)

Domestic Dogs (per dog)	(1 lb - 39 lbs) \$30 / (40 lbs - 99 lbs) \$40 (100 lbs - 150 lbs) \$50 / (151 lbs +) \$60
Domestic Cats (per cat)	\$30
Birds (per cage) <i>Small Breeds (i.e. Budgies & Finches) - Large Breeds (ie. Parrots & Cockatoos)</i>	<i>Small Breed - \$10 / Large Breed - \$20</i>
Caged Animals (per cage) (Hamsters, Gerbils, Guinea Pigs, etc....)	\$10
Water Filled Tanks "Fish Tanks" (per tank)	(10 - 24 gals.) \$10 / (25 gals. +) \$15
Farm/Exotic Animals	<i>Case By Case Basis</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.