

RENTAL APPLICATION POLICY

Please read this document carefully before signing. Our policy requires that applications be completed by each occupant 18 years of age and older, all fees be paid, and supportive documents must be uploaded before submission for consideration.

All completed applications are processed daily within business hours (Monday through Friday noon, excluding Holidays) based on the first completed application received.

The Completed Application is the Application:

- Everyone over 18 submits a signed application,
- Pays the Application Fee,
- completes Plaid ID and Income verification, and
- provides all requested supportive documents within this application.

PMI Contra Costa fully complies with Fair Housing Law. We do not discriminate against persons based on 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:

- Identification Verification through Plaid.
- Credit History & Verification.
- Rental History & Verification.
- Income History & Verification through Plaid.
- Employment History & Verification.
- Background History.
- Pet, Animal, or no pet Profile. Through [Pet Screening. Click here to fill it out](#)

It is the applicant's responsibility to ensure whether the property accepts pets and what policies and restrictions might exist. [Click here to see our available rental listings with a detailed description.](#)

A completed application will contain:

1. PMI Contra Costa Residential Lease Application (Individual applications required from each occupant 18 or older).
2. Paid \$55 Application fee for each Lease Application submitted.
3. A valid driver's license or government-issued ID is required for each residential lease application submitted.
4. Verifiable Proof of Income: (as outlined below)
5. Proof of Funds.
6. Completed Pet, No Pet, and or Animal Screening Profile (Required by all Applicants with or without pets/animals): <https://pmicc.petscreening.com/>

7. Your current employer's contact information.
8. Your current and prior landlord or property manager's contact information along with lease agreement.
9. We need to know if any minors will reside with you during a tenancy.

General Rental Criteria

➤ **Rental History Good Rental History**

We require a verifiable resident history of Current and prior residence. Applicants are responsible for providing information, including landlords' names, addresses, emails, phone numbers, and the date and address of the previous two years. Homeownership will be verified from a current credit report and or other sources. Any eviction, collection, or bankruptcy in your rental history will severely lower your approval chance. All extenuating circumstances will be considered and may cause an additional security deposit.

- Verifiable rental or homeownership/mortgage history of at least the last two years in good standing.
- Applicants with prior eviction or unlawful detainer history will be denied. No Forcible Entry & Detainer (Evictions) unless you have verifiable documentation of landlord irresponsibility.
- Negative references will be grounds for denial. No family references are accepted.
- Positive rental history includes no late rent payments, NSF, or unauthorized occupant or pet. No outstanding balance due to current or prior landlord.

➤ **ID:**

Each applicant must provide a copy of a legible government-issued photo identification card.

Verifiable Gross Income:

- Household gross income must be at least three times the monthly rent.
- PMI Contra Costa relies on a third-party verification service to verify applicant income securely.

Qualifying Standards – Income of 3X Rent:

To qualify for a single-family home, the household gross monthly income must be at least three times the monthly rent amount.

All applicants must have a legal, verifiable source of income and provide written proof of this income. Failure to show sufficient evidence of legal, verifiable income that does not meet the income-to-rent ratio will result in the denial of the application. All required/supporting documents must be submitted with the application or uploaded to your application portal.

Sufficient proof of income includes but is not limited to:

- o Two recent months of employment pay stubs.
- o Six months of current bank statements verifying savings, checking, or other liquid account holdings equal three times the monthly rent equal to the requested lease term.
- o Spousal and or child support payments.

- o GI benefits. /LES Statement.
- o Social Security benefits.
- o Verifiable official job offer letter, signed on official employer letterhead, stating employment start date and salary.
- o Tax returns.
- o W-2 forms.
- o Disability benefits
- o Welfare benefits
- o Retirement income
- o Investment income and Any other verifiable legal income.

If your employer uses "The Work Number" company or any other third-party job verification system for employment verifications. In that case, you are responsible for getting that verification to us and paying any associated fee. Only verifiable income will be accepted. Transfers or relocations must have correspondence showing an accepted job offer. The applicant must pay any verification fees required by the employer.

- **Self-employed applicants**

Must submit at least (i) two years of tax returns of business and personal, (ii) profit and loss statements, (iii) balance sheets, and 12 recent months of business and personal bank statements.

- **Credit History:**

Credit history must show that the resident has paid bills on time and has no history of debt write-offs or accounts that have gone into collection. Depending on the outcome of the screening report, the application may be approved, denied, or require an additional security deposit and/or Guarantor/Co-signer. You cannot provide your report; we must obtain this information ourselves. Credit for all applicants over the age of 18 will be taken into consideration. If your average Credit Score is below 675, we may need to request a Guarantor/Co-signer.

- **Credit Approval:**

- Have Minimum Average Credit Score of 675.
- No Open Collections on revolving credit or installments, Etc.
- No Rental-Related Collections. / No Unsatisfied Judgments.
- No Tax Lien.
- No Unpaid Utility Accounts. (Bills from PGE, a trash company, water bill/municipality, cell phone company, etc.)
- No Open Credit Tradelines 30 Days or more past due.
- Any Bankruptcy Must Be Discharged.
- No Unlawful Detainer Actions within the past 7-year period.

Multiple Applicants in Group: all applicants will be screened and considered as an overall group. If applicants with solid credit profiles apply with weaker applicants, we consider the whole group and base our decisions on a combination of factors. One strong credit profile in the group does not automatically guarantee approval. Our credit reporting agency evaluates credit and rental history against future rent payment performance indicators. Any unsatisfactory finding may result in the requirement of an additional deposit or denial.

- **Guarantor:**

If a guarantor is needed and accepted, the guarantor must have at least a 700 Credit

Score and meet the above qualifying criteria. All guarantors must have a verifiable source of income in an amount of no less than five (5) times the rental rate. The guarantor must submit a completed application and pay the application fee, sign the guarantor addendum, reside in the United States, and may be subject to criminal screening. Ask the leasing agent to verify if the guarantor is accepted for the property you are applying for.

➤ **Security Deposit:**

The security deposit (called a good faith deposit before taking possession) will be required within 24 hours upon an approved application to hold the property. Should the approved applicant not take possession, a fee equal to the daily rent will be withheld from the good faith deposit. Once the lease begins, the good faith deposit becomes the security deposit.

➤ **Preventative maintenance and safety check Walk-Through:**

PMI Contra Costa conducts yearly and semi-annual preventative maintenance and safety checks of the home you lease. We will visit the property, take pictures of the house's interior and exterior, and share them with the vendor or homeowner. All applicants and residents understand and accept that this is a standard procedure for all homes we manage to ensure safety and habitability.

➤ **Utilities:**

The resident is responsible for all utility costs (unless otherwise noted in the specific lease agreement).

➤ **Late Rent Zero Tolerance:**

Rent is due on the first day of each month. If rent is not received by midnight on the first day of the month, it is considered late, and a fee is charged from \$100 and up. Late fees may vary by property. We encourage our residents to pay rent via our online payment system using the most secure and traceable payment method.

➤ **Pet/Anima policy:**

Properties may or may not allow pets and will state so. Properties that do allow pets may establish their weight limitations, breed restrictions, and the allowable number of pets with an additional security deposit and rent. It is the applicant's responsibility to ensure whether the property accepts pets and what policies and restrictions might exist. Click [here](#) to see our available rental listings with a detailed description.

- Most insurance companies do not allow specific breeds of dogs, either purebred or mixed. Therefore, dogs fully or partially of the following breeds will be rejected: Pit Bull Terriers, Staffordshire Terriers, Rottweilers, German Shepherds, Presa Canario, Chows Chows, Doberman Pinschers, Akitas, wolf-hybrids, Mastiffs, Cane Corsos, Great Danes, Alaskan Malamutes, Siberian Huskies and any combination of these. Residents may be evicted for misrepresenting any of the above types of dog and for owning any poisonous, dangerous, endangered species or otherwise unauthorized animal. Our animal policies are strictly enforced and may be grounds for eviction. Special

consideration is given to “Assistance Animals” that assist a resident with special medical needs (proper and current documentation needed for verification). With your application, we require a picture of each animal on the property and an approved screening of your animal(s) through pmicc.petscreening.com.

- Nonrefundable \$250 cleaning fee for each Pet/Animal is required.
- You must carry the renter's insurance, including pet ownership coverage. Pets must have updated vaccination records to be approved.
- The above does not apply to assistance animals for people with disabilities. Assistance animals still require our prior written approval and will be handled consistently with relevant, fair housing laws. We reserve the right to request written verification of a disability and disability-related need for an assistive animal, as permitted under federal/state fair housing laws.

➤ **RESIDENT BENEFIT PROGRAM \$35/MONTH AND BENEFITS:**

All PMI Contra Costa residents are required to enroll in the Resident Benefits Package (RBP). The PMI Contra Costa Resident Benefits Package (RBP) delivers savings, convenience, and professional services, making taking care of your home second nature. By applying, the Applicant agrees to be enrolled and to pay the applicable cost of \$35/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 indoor air quality, and reduces the hassles and liability of repairs.
- Utility concierge service: One call sets up your general utility, cable, and internet services at the best price.
- A resident rewards program that helps you earn rewards for enrolling and paying your rent on time; enjoy saving on everyday expenses for a premier rental experience. • Credit building to help boost your credit score with timely rent payments. • \$1M Identity Protection for all adult leaseholders, complete with a US-based Identity Restoration Specialist
- Home buying assistance is available when buying your “forever” home is right. • Easy access to your account, documents, and communication resources through our convenient online portal.
- We know you’re busy, so choose from various 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.
- 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.

➤ **Additional Information:**

- Renters' Insurance is required, with a minimum of \$100,000 Personal Liability coverage. Evidence of the Renter's Insurance must be provided to PMI Contra Costa before taking occupancy.
- Smoking is not permitted in any of our properties.
- All pricing, deposits, and fees are subject to change without notice. An excellent credit/rental history requires a minimum marketed security deposit.
- All information provided is believed to be correct.
- Our website offers a sample of our lease agreement to review before applying. Addendums and disclosures vary by property type.

➤ **New Tenant/Lease Onboarding: \$75 per lease.**

Applicants will receive their lease electronically and be required to sign electronically. A \$75 fee is charged for Tenant/Lease onboarding. This covers the costs of providing 24/7 tenant portal access, preparing the legal documents, acquiring the E signatures, and collecting the move-in funds. This fee is also charged upon renewal of lease.

➤ **Maximum Occupancy:** Two per bedroom + one

➤ **Criminal Background Check:**

Depending on the property location and local ordinances, residency may be denied due to criminal history.

➤ **Property Condition:**

Applicants are strongly encouraged to view the Property before applying. Landlord makes no express or implied warranties as to the Property's condition. The property is in as-is condition.

SUMMARY OF KEY POINTS IN THIS DISCLOSURE

- ❖ The \$55 Application Fee, plus payment processing fee per adult, is required and is **NON-REFUNDABLE**. if, on rare occasions, we issue a refund on your application fee, you will lose 100% of the processing fee (2-3% of the Application fee), ID verification fee (\$4 per ID), Income Verification fee (\$4 per account) and fraud verification fee (\$2 per PDF page).
- ❖ Your application can be canceled or delayed without a Refund if you fail to abide by the rental criteria, guidelines, and terms stated in this disclosure and the application pages.
- ❖ To process your application and avoid any delay, denial, cancellation, or proceeding with another application, each applicant and occupant 18 or older must submit a signed, fully completed application with the required supportive documents. (documents as an image, screenshots format is not acceptable)
- ❖ All occupants must be disclosed on the application regardless of age to avoid delay, denial, cancellation, or proceeding with another application.
- ❖ All animals or pets must be disclosed on the application to avoid delay, denial, cancellation, or proceeding with another application.
- ❖ FICO scores of less than 675 may not qualify.

- ❖ NO SMOKING is allowed inside the home, garage, or within the community.
- ❖ All pricing, deposits, and fees are subject to change without notice. An Excellent credit/rental history is required to be approved for a minimum marketed security deposit.
- ❖ All documents should be in PDF files and should not be redacted
- ❖ If you opt out of income or ID verification while filling out and submitting your application, you will be asked to do so, and your application will be considered incomplete.

➤ **Upon Approval,**

The property will stay on temporary hold while we underwrite your lease. The lease will be sent out for the agreed-upon move-in date through Authentisign or Rentsign for you to review and sign online. You will have 24 hours to review and sign the lease once it has been sent to you. After the lease has been signed, we will take the property off the market. Once all move-in fees have been paid and utility confirmation under your name along with Renter's insurance provided, we will provide you with possession of the home on the morning of your lease start date, including keys, remotes, or other items necessary for access.

- ❖ Approved applicants must pay the Security Deposit by cashier check within 24 hours of approval and should move-in within two weeks from the approval date.
- ❖ Approved applicants must pay the Security Deposit by cashier check within 24 hours of approval and should move-in within two weeks from the approval date.
- ❖ A \$250 cleaning fee is required for each accepted pet/animal is due upon lease signing. It is the applicant's responsibility to ensure whether the property accepts pets and what policies and restrictions might exist. [Click here](#) to see our available rental listings with a detailed description.
- ❖ A fee of \$75 will be charged for tenant/lease onboarding and upon lease renewal.
- ❖ Per Lease terms, residents must participate in the Resident Benefits Program, which costs \$35 monthly.
- ❖ Renters' Insurance is required, with a minimum Personal Liability coverage of \$100,000 or \$300,000 based on the property type.
- ❖ Rent is due on the first of each calendar month.
- ❖ Full month's rent is due at lease signing (2nd month will be prorated if lease begins after the 1st)

IMPORTANT INFORMATION READ CAREFULLY:

Under California law, applicants with a government rent subsidy have the option, at the applicant's discretion, of providing lawful, verifiable alternative evidence of the applicant's reasonable ability to pay the portion of the rent to be paid by the tenant, including, but not limited to, government benefit payments, pay records, and bank statements. If an eligible applicant elects to submit alternative evidence, the Rental Property Owner ("RPO") will consider that alternative evidence instead of the applicant's credit history.

OPTION 1:

Consideration of Credit History.

OPTION 2:

Alternative Evidence of Ability to Pay

(This option is ONLY available to government rent subsidy recipients)

Government rent subsidy recipients applicant:

1. Authorize the RPO or RPO's agent to obtain reports other than credit reports; such reports may include unlawful detainer (eviction) reports, social security number verification, fraud warnings, previous tenant history, and employment history.
2. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.
3. Applicant with government rent subsidy acknowledged and agreed that the application will not be considered complete until Applicant submits the following verifiable alternative evidence of the ability to pay:
 - Your current Lease and
 - Past 12-month utility payments should be provided, and
 - Last 12 months of bank statements, and
 - Last 12 months of rent payment receipts, canceled checks, or a rent ledger from the current landlord/property manager. and
 - Proof of government rent subsidy voucher.