Partnering Agent Information Sheet

Thank you for your interest in working with PMI North Lake Homes. We appreciate your partnership and want to make the leasing process as smooth and professional as possible for you and your client. This guide outlines important expectations for showings, applications, approvals, fees, move-in requirements, and agent documentation.

PMI North Lake Homes fully complies with all applicable federal, state, and local fair housing laws. We do not discriminate on the basis of race, color, religion, sex, national origin, disability, or familial status, or any other basis protected by applicable law.

Showing a PMI North Lake Homes Property

How do I schedule a showing?

To provide you and your client with a smooth experience from the beginning, all showings should be scheduled through **ShowingTime** in the MLS, where you can find the showing instructions and current availability.

How is my commission protected if my client applies?

To help document you as the procuring cause, please make sure your showing is properly scheduled and that your **Compensation Agreement – Listing Broker to Tenant's Broker** is provided to PMI North Lake Homes once your client decides to move forward with the property. This is important so we can clearly document your involvement in the transaction from the beginning and maintain accurate records regarding representation and compensation.

Providing this information in a timely manner helps avoid misunderstandings later in the process and ensures that all parties have a clear understanding of the agent's role, participation, and expected compensation should the transaction proceed.

How to present a client's contract:

Realtors, please provide the following items:

- **Contract to Lease**
- **Completed rental application**
- **Proof of income showing a minimum household income of at least 2.5 times the monthly rent**
- **Photo IDs for all applicants**

- **If available, please include any preliminary information the applicant wishes to share regarding credit and background. Please note that any such information is only for preliminary screening purposes. Official background and credit review, if required, will be conducted only through PMI North Lake Homes' formal application and screening process.**

All offers must be submitted by email and copied to alonsoteam@pminorthlakehomes.com and should include the required preliminary information from your clients for review. Please note that this is only a pre-screening process, intended to help us evaluate the basic qualifications of each prospective tenant before moving forward.

Once a prospect has been pre-screened and appears to meet the initial criteria, they will then be invited to complete the formal rental application. The application fee is $40 per adult.

Applying for a PMI North Lake Homes Property

Will my client qualify?

All applicants must meet the qualification requirements for the property. Criteria may vary depending on the owner's requirements, HOA restrictions, occupancy limits, pet policies, rental history, income verification, and other property-specific factors.

For more information about Rental Criteria please visit: Rental Criteria

What is typically required for applications?

A completed application must include the following:

1. PMI North Lake Homes Residential Lease Application, one for each individual 18 years of age or older
2. A $40.00 non-refundable application fee for each application submitted
3. A valid driver's license or other government-issued identification for each applicant
4. Verifiable proof of income

HOA / condo approval disclaimer

Some properties are subject to condominium, homeowner association, or community association approval. Separate application fees, deposits, background checks, interviews, or processing times may apply. Approval by PMI North Lake Homes does not guarantee approval by the association. If an association denies the applicant or delays approval, PMI North Lake Homes and Landlord shall not be responsible for any resulting delay, cost, or change in move-in schedule, except as otherwise required by law.

How does my client apply?

Once an offer has been pre-screened and is being considered for acceptance, the formal application must be submitted through the application link provided by PMI North Lake Homes. Application fees are due at the time of submission and are generally paid online.

In most cases, only one completed application package is processed at a time for each property, unless otherwise stated by PMI North Lake Homes. This helps keep the review process organized, fair, and efficient for all parties involved.

Application Review and Approval Timeline

- After the application is submitted, PMI North Lake Homes will review the file and may request additional documents, information, or clarification as needed. The realtor may be copied on those communications so they can assist and cooperate with the tenant during the review process.
- Once all required items are received, the file proceeds through screening and final review.
- If approved, the applicant will receive instructions regarding deposits, move-in date confirmation, lease preparation, and any remaining conditions.
- Lease documents must be signed by the deadline provided.
- Prior to move-in, all required payments and conditions must be completed, including utilities, HOA approval if applicable, and any other move-in items.

Move-In Timing and Deposit Expectations

- If a home is vacant, applicants should be prepared to move in within 14 days of application submission, or within 3 days after HOA or housing-program approval when applicable.
- If the move-in takes place on or after the 20th of the month, prorated rent for that month plus the following month's rent may be required, depending on the lease start date.
- After approval, the lease will be sent for the agreed move-in date through RentSign or DocuSign for online review and signature. Applicants will have 24 hours to review and sign the lease once it has been sent. After the lease has been fully signed, PMI North Lake Homes will collect the deposit in escrow and remove the property from the market.
- Any missed deadline may result in the application being canceled and the property being placed back on the market.
- Any holding deposit will be placed in an escrow account, as permitted by Florida law.

Pet Screening Profile

(required for all applicants, with or without pets)

PMI North Lake Homes uses a third-party pet screening service. All applicants, whether they have pets or not, must complete either a pet/animal profile or a “No Pet” profile by using this link: Petscreen Link
Please note that there may be a minimum monthly cost of $25 for the first pet and $15 for each additional pet, depending on the screening option selected. This profile must be submitted as part of your application.
If applicable, any screening or registration fees charged by the third-party provider are separate from any pet fees, pet deposits, or pet rent that may be required under the lease.

ESA / Medically Necessary Animals

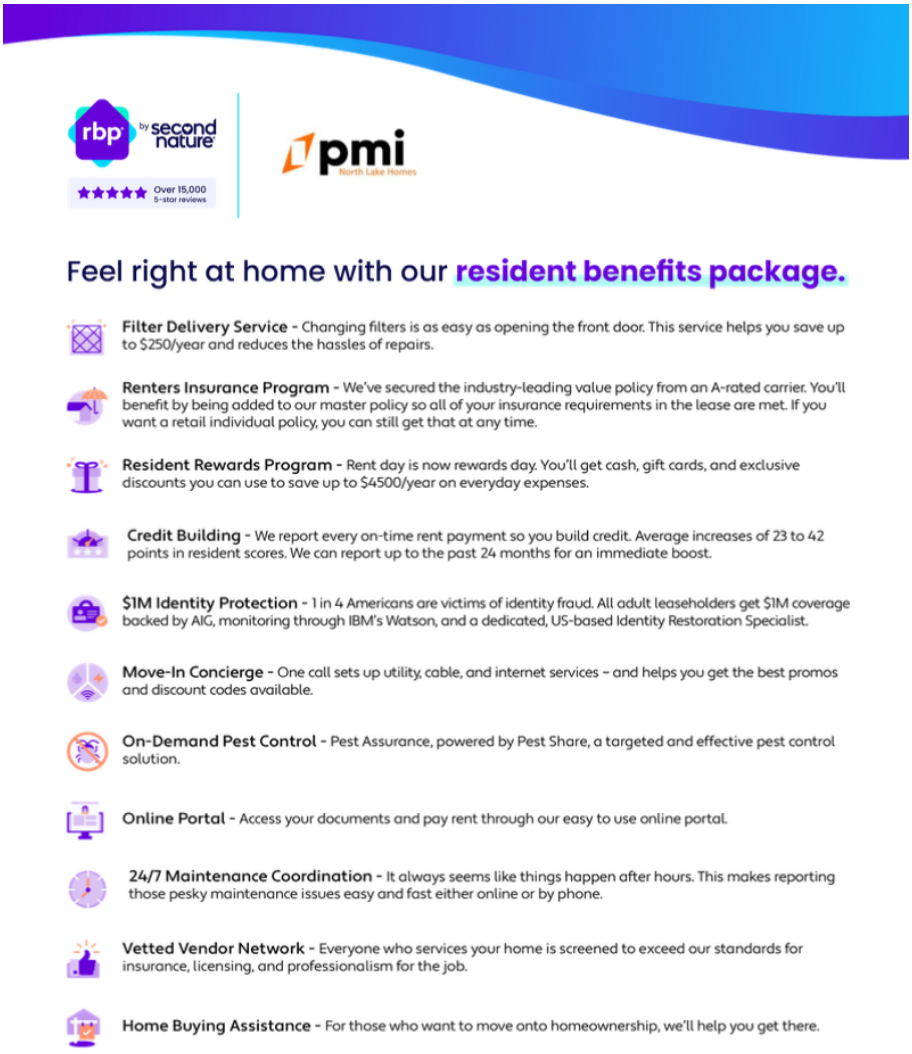
Medically necessary animals for the benefit of the occupant(s) are permitted with valid documentation from a licensed medical or mental health care provider. Fees and deposits are waived for medically necessary animals. Requests for assistance animals should be submitted through our third-party screening platform as part of the application process. Supporting documentation may be requested where permitted by law.

Applicants Without Pets

Applicants without pets are still required to register with our pet screening service to verify that they do not have a pet by clicking this link: Petscreen Link (note: there is no charge for this). This will be submitted with your application.

Resident Benefits Package (RBP)

All **PMI North Lake Homes** residents are enrolled in the **Resident Benefits Package (RBP) for a total of $49.95/month**. This package includes credit building to help boost the resident's credit score with timely rent payments, up to $1M in Identity Theft Protection, residential liability insurance, HVAC air filter delivery (bi-monthly), move-in concierge service to simplify utility connection and home service setup, our resident rewards program, and additional benefits designed to enhance your rental experience.



Rent Collection and Required Payments Prior to Move-In

- All required move-in funds, including remaining deposits, first month's rent, prorated rent, pet fees, administrative fees, and any other approved charges, must be paid by the deadline provided by PMI North Lake Homes.
- Move-in funds are generally due no later than 48 hours prior to move-in unless otherwise instructed in writing.
- Applicants may also be required to place utilities into their name before possession and provide proof of utility transfer when applicable.

Disclaimer

Complete applications are reviewed based on the published screening criteria, the overall strength of the application, owner requirements, and any applicable association requirements. Multiple completed applications may be received for the same property.