

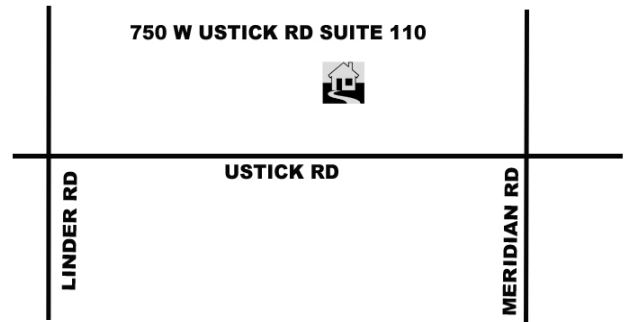


ProCore Property Solutions  
750 W Ustick Rd Suite 110  
Meridian, Idaho 83646  
(208) 888-5504 Fax: (208) 888-5793  
Email: invest@procoreps.com

## ProCore Property Solutions and Real Estate

Thank you for your interest in our business. We offer professional full service property management and real estate services to individuals and property owners in Southwest Idaho including Boise, Eagle, Meridian, Kuna, Nampa, Caldwell, Middleton, Star, and Emmett. We currently manage over 260 residential properties and over 70,000 square feet of commercial office and retail space.

Our office is located at 750 W Ustick Road Suite 110 in Meridian Idaho in the Cedar Springs Retail/Office Complex:



We offer the following professional services:

- Residential and Commercial Property Management
- Real Estate Services
- Homeowners Associations
- Property Evaluation
- Marketing
- Maintenance & Repair
- Tenant Screening and Retention

We can be reached by calling (208) 888-5504

Our fax is (208) 888-5793

Visit us on the web at: [www.procoreps.com](http://www.procoreps.com)



National Association of Residential Property Managers



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## **Full Service Property Management**

Property Management is the core of our business. We offer the following premium Property Management services to property owners:

### **Tenant Screening and Retention:**

Getting and keeping a rental property occupied with clean, responsible tenants requires a consistent, HUD approved, application process and a reliable method of checking applicant credit, rental history, employment, and personal references.

We complete credit, criminal background, a social security number trace, employment verification and rental history of everyone that applies to rent your property.

We negotiate lease terms and use attorney approved lease documents

We ensure utilities are transferred to tenants upon occupation of the property

We collect adequate security deposits before allowing the tenant to occupy the property and all monthly rents are collected by the 5th of the month.

If pets are approved for a property, we collect an additional security deposit.

We provide the most thorough, complete and personalized tenant screening process available. We do not spend time in eviction court because we spend our time screening our tenants. We do not outsource tenant screenings to anyone else. This allows us to take a common sense approach to tenant screening that separates us from our competition.

### **Fees:**

We do not charge "Set-Up Fees" and we do not have any hidden fees. Our fees are extremely competitive and are strictly based on commission as a percent of the collected rents.

We use the latest technologies available to keep us cost effective and efficient and we pass this savings on to our clients. Tenants can pay rent online, owners receive electronic statements via email, and direct deposit is available to our clients at no additional cost.

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### **Accounting:**

Rents are collected by the 5<sup>th</sup> calendar day of each month.

Rents are directly deposited or mailed out by the 6<sup>th</sup> business day of each month.

We provide detailed accounting and customized reporting of all revenue and expenses related to your property using specialized property management accounting software (Tenant Pro 7).

### **Marketing:**

We are available to show properties to prospective tenants on the busiest days of the week (Saturday and Sunday) when other management companies are closed and we have multiple inbound phone lines which allow potential tenants to reach us when they are ready to rent!

### **Marketing Strategy**

It is in the best interest of the property owner and ProCore Property Solutions to rent a property as soon as possible. Rentals are price sensitive. If a property has not rented in a reasonable time period, usually within two to four weeks, it is most commonly because the rent is higher than current market conditions warrant.

We work with each property owner to develop a marketing strategy that will ensure the property is rented in a reasonable time frame while working to keep advertising costs to a minimum. We do this by agreeing on an initial marketing price and a plan to reduce this price over time if not rented.

We also work on an advertising strategy. We recommend using one or more of the following advertisement options:

Rentals.com Internet advertising \$139 per month for premium ad space  
Idaho Statesman Classified: Approx \$75 per 3 day weekend (Fri, Sat, Sun)  
Idaho Press Tribune (Canyon County): Approx \$120 per month  
Craigslis.com (Complementary Service)  
ProCore Website (Complementary Service)

We also offer the option of posting a "For Rent" sign in the yard at no additional cost. (Owner preference and dependant on CC&R's)

Move-In Specials are also documented in the marketing strategy, such as offering a rebate or getting a percentage of rent deducted from a monthly payment, etc.

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### **Maintenance and Repairs**

Maintenance can be one of the biggest cost factors on any property. We are able to minimize these costs and pass the savings on to our clients because:

Over the years we have developed great business relationships with many businesses that are willing to give us discounted rates on their parts and services.

We have handpicked only the best and most trusted businesses to work for us.

We have the ability to handle many issues by using our own in house maintenance service people which saves our clients even more!

When a costly repair is necessary we don't believe our clients need to be surprised when they get their monthly statement, so we provide cost estimates and bids to you BEFORE the work begins.

We keep all invoices and receipts on file for our clients so we can provide them for refunds, proof of purchase, tax purposes, etc, when needed.

### **Home Owners Association**

We work with the Homeowner Association Board to maintain their subdivision or complex. We attend board meetings and make suggestions for creating effective and reasonable CC&R's. We act as a liaison and mediator between the homeowners association board and the homeowners.

We respond to situations within a 24 hour period (including weekends). Emergencies are handled immediately.

We are the primary contact for all companies involved with the maintenance of the subdivision or complex.

We pay bills and bill homeowners, create financial reports and reconcile bank statements, and keep in good order the books and records of the association and maintain orderly files.

We conduct drive by inspections of the complex or sub-division on a weekly basis and enforce CC&R's with written notices to homeowners. Photo documentation is always included on any violation with date and time recorded.

We will obtain bids from vendor contracts and present information to the board.

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## PROPERTY MANAGEMENT FEE SCHEDULE

Our fees range from 8 to 10 percent of gross collected rents per month for residential properties, and three to five percent of the gross collected income per month for commercial properties.

**Note: All real estate fees are negotiable.**

Our guidelines for property management monthly minimums are listed below:

### Building Property Management Monthly Rates: (Effective 1/1/2009)

| Property Type              | Description                    | Fee Schedule (The greater of Min \$ or % of Income) |
|----------------------------|--------------------------------|---|
| Residential                | Single Family Home             | \$60.00 or 8%                                       |
| Commercial (Office/Retail) | Less Than 50K square feet      | \$50.00 per unit or typically 5%                    |
| Commercial (Office/Retail) | > 50K sq ft to 100K sq ft      | \$75.00 per unit or typically 4%                    |
| Commercial (Office/Retail) | >100K sq ft                    | \$100.00 per unit or typically 3%                   |
| Residential (Multi-Plex)   | Multi-Unit (2 to 6 units)      | \$60.00 per unit or typically 8%                    |
| Commercial (Apartments)    | Multi-Unit (7 to 15 units)     | \$50.00 per unit or typically 6%                    |
| Commercial (Apartments)    | Multi-Unit (16 to 99 units)    | \$35.00 per unit or typically 5%                    |
| Commercial (Apartments)    | Multi-Unit (100 or more units) | \$30.00 per unit or typically 4%                    |
| Commercial/Residential     | Minimum Monthly Fee            | \$30 per unit or tenant                             |

\*Rates are subject to change based on local market conditions

### Client References

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