



ProCore Property Solutions  
P.O. Box 819  
Emmett, Idaho 83617-0819  
(208) 365-4448 Fax: (208) 365-1231  
Email: info@procoreps.com

## **RENTAL/LEASE POLICIES**

The following policies were established to ensure that all applications processed by ProCore Property Solutions will be treated fairly and equally. EQUAL HOUSING OPPORTUNITY.

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and will be processed in the order received. An incomplete application will not be processed until all information is received, The main criteria we use in determining if your application is acceptable are: (1) Income and time on the job, (2) Credit History, (3) Landlord references.

### **APPLICANTS**

1. Each person 18 years of age or older that will be occupying the property is required to complete and sign an application, *even if they are only going to be listed as an occupant on the lease.*

### **PROCESSING FEES**

1. To be processed and considered, a non-refundable processing fee of \$25.00 must accompany all applications for tenancy.

### **CREDIT CRITERIA**

1. ProCore Property Solutions will obtain a credit report for each applicant and co-signer age 18 years or older. Credit reports supplied by applicants will not be accepted for any reason.
2. Applicants with discharged bankruptcies are considered, but must meet all other listed qualifications.

### **EMPLOYMENT REQUIREMENTS**

1. Applicant(s) must provide twelve(12) months of verifiable employment, or a combined total of one year current/previous employment history in the same job title field. If not in the same job field, but changed jobs without a lapse in time, the security deposit will be increased to equal the last month's rent.

### **INCOME CRITERIA**

1. Each applicant's gross monthly income, including spouse, must be *two times* the amount of the monthly rent. Each roommate must qualify individually.
2. Income will be verified from copies of the prior month's pay stubs and a phone call to the employer.
3. Self-employed applicants must provide proof of income (bank statements, most recent tax return, Schedule C, etc)
4. Unverifiable income will NOT be considered.
5. Applicant(s) shall provide twelve(12) months current source of income.

### **RESIDENTIAL REQUIREMENTS**

1. Applicant(s) must provide twelve(12) months of verifiable RENTAL HISTORY or proof of homeownership.

### **IDENTIFICATION**

1. Photo ID must be provided by every applicant, co-signer, and occupant over the age of 18 years when the application is submitted or at the time the lease/rental agreement is signed.

### **CONDITION OF MOVE-IN**

1. Please allow 24 to 48 hours for ProCore Property Solutions to process the application. We are committed to informing you as soon as possible.
2. Hours for lease signing are Monday through Friday, 9:00 am to 6:00 pm, and Saturday by appointment only.
3. All utilities and garbage accounts, where applicable, must be transferred into the residents' name as of the date of possession or additional fees will be incurred.
4. Security deposit and first month's prorated rent (and any other conditions applied by ProCore Property Solutions) are to be paid, and the lease signed by all parties before keys are provided. If any payment is made by personal check, keys will not be provided until the check has cleared the bank.
5. ALL DEPOSITS GIVEN BY APPROVED APPLICANTS TO HOLD A RENTAL PROPERTY ARE NON-REFUNDABLE.





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6. Any pets approved to occupy a rental property will result in an increase to the monthly rent and the security deposit.

## **RENTAL/LEASE POLICIES (Continued)**

### **CO-SIGNER POLICY**

1. ProCore Property Solutions will *never* accept a co-signer in place of unacceptable credit.
2. ProCore Property Solutions will *accept* a co-signer in place of weak or non-established credit.
3. ProCore Property Solutions will accept a co-signer when an applicant's income is weak or nonexistent.
4. Any applicant that may need a co-signer for the above reasons will first have their application processed to ensure they meet all other requirements. If the applicant meets the credit requirements and a co-signer is necessary, the co-signer's application will be processed after the appropriate application fees have been collected.
5. ProCore Property Solutions will only consider individuals that reside in the state of Idaho as co-signers, and they must meet all of the qualifications of ProCore Property Solutions' acceptance policy to be approved.
6. When a co-signer signs a lease agreement they are indicating willingness to pay rent and/or past due monies as well as any fees that are owing due to damages to the property in any case that the tenant is unable to pay.

**PLEASE REMEMBER TO INCLUDE A PHOTO ID AND PROOF OF INCOME WHEN SUBMITTING YOUR APPLICATION. THANK YOU!**