



PRO-PROPERTY MANAGEMENT, LLC

www.propropertylcv.com

Email: proproperty6723@gmail.com

Office Number: 208-413-6723

247 Thain Road Ste. 103 Lewiston, ID 83501

Text Line: 208-791-4586

Required Documentation

- Driver's License
- Social Security Card
- Copy of your last 30 days most current paystubs
- Copy of last 2 years' tax returns and all W-2's
- Last month's bank statements from all accounts with transaction history.
- Letter of explanation if you have any derogatory items on credit report.
- Optional: If there is a cosigner please bring copy of cosigner's driver's license.
- Housing and Section 8 applicants: please bring a copy of your housing voucher and your eligibility worksheet.
- Social Security or Disability Applicants: Please bring a copy of your Awards Letter.



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Application Acceptance Policy

Prospective tenants, *please read carefully*. The following is our screening criteria:

- Prior Favorable Rental History
- Positive reference(s) from previous landlord(s)
- Debt to income ratio to sustain rent
- No prior evictions, judgements, collections, or liens from former landlords
- Background check – ALL prospective tenants age 18 and older must fill out and sign application paperwork and pay required non-refundable application processing fee
- Applicant must provide current official picture ID
- Applicant must pay full rent amount due and full deposit required PRIOR to occupancy
- If pets are allowed at a property a full pet fee of \$500 is required prior to occupancy
- All information on rental application and or credit report must be able to be verified
- Credit: while we prefer to see “good” credit for all applicants, we do have some discretion here – we will consider your “big picture” credit wise

Failure to meet the above criteria will result in one or more of the following:

- Denial of rental application
- Requiring a qualified Co-Signer. This option is not always available
- Requiring an additional security deposit if deemed to be more of a “risk”
- Requiring a Co-Applicant



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Each adult (18 or older) must fill out a separate application

There is a **non-refundable** fee of \$25/person or \$35 married

Rental Application

First	Middle	Last	Birth Date	Social Security #	Driver's License #
Any Other Names You've Used In The Past			Home Phone		Cell Phone
All Other Proposed Occupants (18 and Over)				Birth Date	Relationship to Applicant
Rental Applying For?				Email: *Required	
Kids?		How Many?		Married?	
Ages:				IF YES , SPOUSE MUST FILL OUT AN APPLICATION	

Rental/Residence History

Need a 2-year History

	Current Residence	Previous Residence	Prior Residence
Street Address			
City			
State & Zip			
Last Rent Amount Paid			
Owner/Manager and Phone Number			
Reason for leaving			

Is/Was rent paid in full?			
Did you give notice?			
Were you asked to move?			
Name(s) in which your utilities are now billed:			
	From/To	From/To	From/To
Dates of Residency			

Employment History

Need a 2-year History

	Current Employment	Previous	Prior Employment
Employed By			
Address			
Employer's Phone			
Occupation			
Name of Supervisor			
Monthly Gross Pay			
Dates of Employment	From/To	From/To	From/To

	Bank/institution Name	Balance on Deposit or Balance Owed
Savings Account		
Checking Account		
Credit Card		
Auto Loan		

Vehicles

(Include Vehicles belonging to other proposed occupants also)

Make	Model	Color	Year	License Plate

References- Must have 3!

2 References cannot be related to you

Relationship			
Name			
Street Address			
City			
State & Zip			
Phone Number			

By signing the application, you grant us permission to communicate with all the contacts listed in this section in the event we can't locate you. Furthermore, if you abandon the apartment for any reason then you grant us permission to allow your relative listed above to remove all contents of the dwelling on your behalf.

General Information

Have you ever been served a late rent notice?	Do any of the people who would be living in the apartment smoke?	How long do you think you would be renting from us?
Have you ever filed for bankruptcy? If so, When?	When would you be able to move in?	Have you ever been convicted of a felony?
Have you ever been served an eviction notice, if so, when?	How many pets do you have, list Type, Breed, approx. Weight &Age)?	
Have you had any reoccurring problems with you current apartment or landlord? If so, please explain.		
Why are you moving from your current address?		
List any verifiable sources and amounts of income you wish to have considered (optional):		

If you were to run into financial difficulty in the future and couldn't come up with the money to pay the rent, do you know someone that would loan you the money? If so, provide the person's name, address, & phone # so that we can use them as a reference for you.

Have you been a party to a lawsuit in the past? If yes, please explain why?

We may run a credit check and a criminal background check. Is there anything negative we will find that you want to comment on?

How did you hear about us?

Emergency Contact:



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Agreement & Authorization Signature

I believe that the statements I have made are true and correct. I hereby authorize a credit and/or criminal background check to be made, along with verification of any information I provided and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application for a rental and does not constitute a lease agreement in whole or part. I further understand that there is a **non-refundable** fee to cover the cost of processing my application and I am not entitled to a refund even if I don't get the rental. Any questions regarding rejected applications must be submitted in writing and accompanied by a self-addressed stamped envelope.

Signature: _____ Date: _____



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Not Being Honest on Your Budget is an IMMEDIATE Disqualification!

Child support, Alimony, Etc.\$ _____

Cell Phone.....\$ _____

Electric Bill.....\$ _____

Internet.....\$ _____

Renters Insurance.....\$ _____

Rent or Mortgage Payment.....\$ _____

Credit Card Payments.....\$ _____

Student Loan Payments.....\$ _____

Groceries.....\$ _____

Eating Out.....\$ _____

Car Payment.....\$ _____

Car Insurance.....\$ _____

Gas.....\$ _____

Day Care and Babysitting.....\$ _____

Activities and Lessons.....\$ _____

Clothing.....\$ _____

Toiletries and Care Products.....\$ _____

Other Debt Payments.....\$ _____

Total Expenses: _____



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Authorization to Request, Verify, and Obtain My Personal Information

I, _____, authorize Pro-Property Management LLC to request and obtain any information needed including:

Credit Report

Background Check

Verification of Employment

Verification of Rent

Check Personal References

**References from current and
past neighbors**

Signature: _____ Date: _____



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Approval from Co-Signer to be held responsible

I, _____ am co-signing for
_____ to rent a home located
at _____.

I understand that if payments are not made at any point during the entire duration of the lease or any subsequent lease renewals then I will be held fully responsible for any rent and or damages due.

Signature: _____ Date: _____

Phone # of Co-signer: _____

Address of Co-signer: _____

Emergency Contact Phone #: _____

***** Cosigner must provide a valid copy of their driver's license or government issued ID. *****