



**ROW Real Estate Services**  
**6126 W State Street Suite 100**  
**Boise, Idaho 83703**  
**(208) 559-0204 Fax: (208) 895-8169**  
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## **RENTAL/LEASE POLICIES**

The following policies were established to ensure that all applications processed by ROW Real Estate Services 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. We process all COMPLETE applications on a First Come-First Serve Bases. 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) Pass a criminal background check. (2) Income and time on the job, (3) Credit History, (4) Rental History, (5) Landlord References and/or condition of current residence.

### **APPLICANTS**

1. Each person 18 years if 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 \$30.00 must accompany all applications for tenancy for each applicant over 18 years of age. (\$50.00 for married couples)

### **CREDIT CRITERIA**

1. ROW Real Estate Services 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.
3. Applicants with a foreclosure are considered, but must meet all other listed qualifications

### **REFERENCES**

1. A representative of ROW Real Estate Services will need to speak to each of your references listed for landlords, employers, and personal references. If we are unable to make contact with the references you have listed on your application within a 24 hour period, your application will be denied and we will process the next application in line.

### **Background Check**

1. A criminal background check will be completed. If a past or present felony is found in this background check your application will be denied. This includes non-violent felonies.

### **Evictions**

1. If an eviction is found in your rental history, your application will be denied.

### **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, or self-employed and coming to a new location, a last month's rent or up to six months advance rent will be required in addition to the security deposit.

### **INCOME CRITERIA**

1. Each applicant's gross monthly income must be *two times* the amount of the monthly rent. We can combine income for married couples. 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.



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

### **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.
2. Providing false information or providing an invalid Social Security Number will be cause to automatically decline the application.

Please allow 24 to 48 hours for ROW Real Estate Services to process the application. We are committed to informing you as soon as possible.

Hours for lease signing are Monday through Friday, 9:00 am to 5:00 pm.

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

1. 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.
2. Security deposit and first month's prorated rent (and any other conditions applied by ROW Real Estate Services) are to be paid, and the lease signed by all parties before keys are provided. All Security deposits, as well as prorated first months rents and pet deposits shall be paid in the form of a cashier's check or money order. After move in of the property we can accept a personal check. We do not take cash.
3. ALL DEPOSITS GIVEN BY APPROVED APPLICANTS TO HOLD A RENTAL PROPERTY ARE NON-REFUNDABLE.
4. The Security deposit MUST be received within 24 hours of application approval (for Idaho residents), or within 48 hours for applicants outside the state of Idaho.
5. The Security deposit will "hold" a property for a maximum of 2 weeks (14 days) from the date the application is approved. Applicants will be responsible for paying rent no later than 2 weeks from the approval date.
6. Any pets approved to occupy a rental property may result in an increase to the monthly rent and the security deposit.

### **CO-SIGNER POLICY**

1. ROW Real Estate Services will *never* accept a co-signer in place of unacceptable credit.
2. ROW Real Estate Services will *accept* a co-signer in place of weak or non-established credit.
3. ROW Real Estate Services 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. ROW Real Estate Services will only consider individuals that reside in the state of Idaho as co-signers, and they must meet all of the qualifications of ROW Real Estate Services' 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 owe 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!**