

## **BREZZA PROPERTIES, LLC RESIDENTIAL LEASE PROCEDURES**

In order to become a resident of the BREZZA APARTMENTS, an application must be completed and signed. Applications are available from the Manager, and completed applications should be provided to the manager of the property, along with the screening fee. Applications are available online and can be downloaded.

Following is the lease criteria, which outlines the application process. Lease Criteria for BREZZA PROPERTIES, LLC is in total compliance with State and Federal Fair Housing Guidelines. No persons shall be discriminated against on the basis of race, color, religion, sex, handicap, familial status, national origin, sexual preference, marital status or source of income.

### **Application Process**

Each applicant must be at least eighteen (18) years of age or an emancipated minor. Each applicant must submit their own application and pay a non-refundable screening charge.

To become a resident of a property managed by BREZZA PROPERTIES, LLC.

1. Complete an application provided by the manager. Fill in all blanks and sign.
2. Each adult applicant must pay a non-refundable screening charge of \$40.00.

**Note:** Applications are processed in the order in which the completed application is received along with the non-refundable screening charge.

3. Be prepared to wait forty-eight (48) business day hours for the application verification process.
4. Upon completion of application processing, the following applies:

### **Application Approval**

- a) If your application is approved, you will be required to return to the property in order to sign and execute a Lease Agreement within twenty four (24) hours of approval notification.
- b) If you are moving in immediately, all deposits, fees, first month, and last month's rent will be due at the time of Lease Agreement execution. Keys to the unit will be provided.
- c) If you are not moving in immediately, you will be required to pay a \$500.00 fee and execute a Lease Agreement. The \$500.00 fee will be applied towards the total move-in costs, but shall be forfeited to Landlord as liquidated damages if you fail to pay the full move-in balance and become a tenant on the agreed upon lease start date. The full move-in balance will be payable upon an agreed move-in date not to exceed seven (7) days from the date of application approval. If the apartment applied for is not available within seven days of application approval, rent shall begin at the soonest date apartment is ready for occupancy as determined by BREZZA PROPERTIES, LLC at the time of lease execution. Once the balances of all funds are received, and all paperwork is completed, you will be given the keys to the apartment.

### **Application Rejected**

If the application is rejected, you will be notified promptly.

### **Occupancy Policy**

Occupancy policy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet space for clothing.

- Two persons maximum allowed per bedroom.
- No Smoking. No pets.

### **General Requirements**

- A. Positive identification with a picture will be required.
- B. A complete and accurate application will be required.
- C. A valid social security number or other government issued work or student visa is required
- D. Pay stubs from recent three months will be required.

Thank you for choosing BREZZA PROPERTIES, LLC. If you feel you qualify as a resident based on the criteria stated above and you were denied tenancy, please email us.

Equal Opportunity Housing Coordinator  
BREZZA PROPERTIES, LLC  
3621 SE Division Street  
Portland, OR 97202  
contact@brezzaproperties.com



BREZZA PROPERTIES, LLC does not discriminate against any person on the basis of race, color, religion, sex, handicap, disability status, familial status, national origin or marital status in the admission or access to, or treatment or employment in its federally assisted programs and activities. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, par 8 dated June 2, 1988).