



## MOVE-IN STEPS

**JENIFER DENNEY**

*Property Manager*

jenifer@porterbrauen.com

### 1 FILL OUT APPLICATION

- \$40 fee for anyone over 18 years of age.
- Takes approximately 3-7 business days, application screened by third party background company.
- Security Deposit amount is based upon your credit history and past rental references.

### 2 SIGN EXECUTION AGREEMENT AND SUBMIT SECURITY DEPOSIT.

- Once notified of approval, you have 24 hours to sign the Execution Agreement and pay your Security Deposit.
- Signed Execution Agreement/Paid Deposit holds the unit until agreed upon Move-in date.

***All Deposits must be paid in cashier check form. Security deposit amount varies based upon approval results.***

- **Standard Security:** One Months Rent
- **Full Security:** Up to Two Months Rent
- **Pet Deposit (If Applicable):** \$250
  - Due at the time of Signing Rental Agreement.
  - No more than two pets per unit. Breed and weight restrictions may apply.

### 3 GET RENTERS INSURANCE AND PUT UTILITIES IN YOUR NAME

- Proof of Renters Insurance is required in order to take possession of unit

### 4 SCHEDULE MOVE-IN APPOINTMENT

- Appointment times are Monday through Friday from 8:30 a.m. to 4:00 p.m. only.

#### Mail

PO Box 28182 Portland, OR 97228

#### Physical

3330 NW Yeon Ave | Suite 110  
Portland, OR 97210

**Office** 503.914.0717

**Fax** 503.200.1106

**Email** info@porterbrauen.com

**Web** porterbrauen.com