



Mary Jane Pastor Realty, LLC
60 East Hartsdale Avenue
Hartsdale, NY 10530
Tel: (914) 682-1799 / Fax: (914) 682-3575
www.MaryJanePastorRealty.com

All applications must be delivered to
60 E. Hartsdale Avenue, c/o Dean Nugent, Hartsdale, NY 10530.

Please be sure to include your offer amount, lease start date / end date, and
if you have any cats.

Applications will take 24-72 hours to process.

Please note all paperwork is due within 48 hours of submitting application.

Guidelines

Paperwork required to complete application process:

Employee

1. Current employment letter stating position held, date of hire & yearly salary.
2. 3 recent pay stubs.
3. Current bank statements- checking & savings.
4. Landlord reference- stating the term of your lease & payment history.
5. Copy of valid state photo ID- current passport and/or driving license.

Self Employed

1. First 2 pages of the last two years tax returns 1040.
2. Current bank statements.
3. Landlord reference- stating the term of your lease & payment history.
4. Copy of valid state photo ID-current passport and/or driving license.

Students- Guarantor Required

1. Current bank statements.
2. School letter- stating enrollment.
3. Landlord reference- stating the term of your lease & payment history.
4. Copy of valid state photo ID-current passport and/or driving license.

International Students

1. U.S. bank statements- current checking & savings.
2. School letter- stating enrollment.
3. Copy of current passport, visa, and I-20.

Guarantor: If requested, must be a U.S. citizen. Max 2 people can act as guarantor.
Income requirement: 80-100 x monthly rent.

Employee

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3. Current bank statements- checking & savings.
4. Copy of valid state photo ID- current passport and/or driving license.

Self Employed

1. First 2 pages of the last two years tax returns 1040.
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3. Copy of valid state photo ID- current passport and/or driving license.



OFFICE USE ONLY
 ADDRESS _____ APT # _____ DATE _____
 RENT \$ _____ SECURITY \$ _____ **Moving date** _____
 LEASE BEGINS ____/____/____ LEASE EXPIRES ____/____/____ LEASE TERM: ____ YEARS GUARANTOR ____ YES ____ NO

NAME _____ S.S. # _____ - _____ - _____ D.O.B. ____/____/____

E-MAIL ADDRESS: _____

PRESENT ADDRESS _____ APT # _____

CITY, STATE _____ ZIP _____

PHONE # (____) _____ - _____ MONTHLY RENT \$ _____ Length of time: Years ____ Months ____

PRESENT LANDLORD _____ PHONE # (____) _____ - _____ REASON FOR MOVING _____

ADDRESS _____

PREVIOUS ADDRESS _____ APT # _____

MONTHLY RENT _____ HOW LONG ____ YRS. ____ MTHS.

PREVIOUS LANDLORD _____ PHONE # (____) _____ - _____

ADDRESS _____

EMPLOYER _____ POSITION _____

ADDRESS _____ PHONE # (____) _____ - _____

SUPERVISOR _____ YEARLY SALARY \$ _____ Length of time : Years ____ Months ____

OTHER SOURCE OF INCOME _____

BANK REFERENCES:
CHECKING _____ BRANCH _____ SAVINGS _____ BRANCH _____

CREDIT REFERENCES _____

HAVE YOU EVER SERVED OR ARE YOU CURRENTLY SERVING IN THE MILITARY? ____ YES ____ NO

OCCUPANTS:
NAME _____ AGE _____ RELATIONSHIP TO TENANT _____

NAME _____ AGE _____ RELATIONSHIP TO TENANT _____

The application information provided by you may be used to obtain a tenant screening report; the name and address of the consumer reporting agency or agencies that will be used to obtain such reports is:
CORE LOGIC SAFE RENT. 7300 WESTMORE ROAD, SUITE#3, ROCKVILLE, MD 20850-5223.
 Pursuant to federal, state and local law:

1. If we take adverse action against you on the basis of information contained in a tenant screening report, we must notify you that such action was taken and supply you with the name and address of the consumer reporting agency that provided the tenant screening report on the basis of which such action was taken;
2. If any adverse action is taken against you based on information contained in a tenant screening report, you have the right to inspect and receive a free copy of that report by contacting the consumer reporting agency;
3. Every tenant or prospective tenant is entitled to one free tenant screening report from each national consumer reporting agency annually, in addition to a credit report that should be obtained from www.annualcreditreport.com; and
4. Every tenant or prospective tenant may dispute inaccurate or incorrect information contained in a tenant screening report directly with the consumer reporting agency.

APPLICANT'S SIGNATURE _____ DATE _____