



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 accompanied by a \$375 check made payable to Robert Orlofsky Realty Inc.

The \$375 Administrative fee breaks down to the following:

\$20 application fee (per applicant)

+ \$180 for landlord lease preparation, preparation of riders, establish a new tenant bank security account, execution and delivery of lease to tenant
+ \$175 building move-in fee (non-refundable), coordination of move-in with building super and preparation of hallways.

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

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

If application gets denied, the entire landlord lease administrative fee will be refunded.

Applications will take approximately 10 business days to process.

PROCEDURE TO RENT

IN ORDER TO PROCESS YOUR APPLICATION(S) TO RENT, THE FOLLOWING ITEMS ARE REQUIRED.

\$375 ADMINISTRATIVE FEE BREAKS DOWN AS FOLLOWS;

1. \$20.00 Application Fee (per applicant)- for credit check and financial investigation. If applicant (s) can provide a background or credit check in the last 30 days, the \$20.00 fee will be waived
2. \$180.00 Landlord Lease preparation, preparation of riders, establishment of new tenant bank Security Account, execution and delivery of lease to tenant.
3. \$175.00 – Building move- in fee. (non-refundable) Coordination of move-in with building Superintendent. Preparation of hallways/elevators.
4. Copy of Driver's License or Photo ID.
5. Lead Paint Disclosure Statement, signed and initialed.
6. Federal or State Income Tax Return and W-2.
7. A current pay stub from your employer(s).

If tenant application is denied, the entire Landlord lease administrative fee will be refunded.

AT LEASE SIGNING TENANT WILL BE REQUIRED TO HAVE:

1. A Certificate of Homeowners Insurance for Liability and Contents.
2. Separate Checks for:
(Payable as instructed)
 - a) Monthly Rent
 - b) Security Deposit
 - c) Prorated rent when applicable

MOVE-IN REQUIREMENT MOVING COMPANY CERTIFICATE OF INSURANCE

1. Tenant (s) to request moving company to provide a certificate of insurance naming the Landlord as an additional insured.
2. Move-ins are permitted Monday to Friday 8:00 am – 5:00 pm.
3. All wood floors must be 80% carpeted.

MOVE -OUT PROCEDURE AND RETURN OF SECURITY DEPOSIT

1. Tenant to fulfill all obligations contained within the "Articles" page 6 of the lease.
2. Tenant will receive return of Security Deposit within 14 days after tenant vacates the premises and the apartment is left empty and broom clean. Any extraordinary wear and tear, building damage, personal property left in apartment or violation of move-out procedures will result in forfeiture of the Security Deposit.

MINIMUM INCOME REQUIREMENT

As a general rule the minimum income requirement is \$55,000 for a Studio, \$65,000 for a one bedroom, \$75,000 for a two bedroom and \$85,000 for a three bedroom.

The minimum FICO score required is 700.

**IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE INFORMATION,
PLEASE CONTACT LAWRENCE G. CETRONE, LEASE MANAGER
AT: (914) 328-6962.**

Estates Supervision

Real Estate • Management • Insurance

845 Third Avenue, 16th Fl

New York, NY 10022

APPLICATION FOR OCCUPANCY

Building Name/ Address _____ Apt. # _____

No. of Rooms _____ Monthly Rent _____ Security Deposit _____

PERSONAL INFORMATION

Name _____ SSID# _____ DOB _____

Cell # _____ E-Mail _____

RESIDENCE

Present Address _____

City _____ State _____ Zip _____

Phone # _____ Rent _____ Own _____ Length of Residence _____

Rent/ Mortgage Payment _____ Present Landlord or Mortgage Co. _____

Phone # _____ Address _____ Mortgage Acct. # _____

Previous Address _____ City _____ State _____ Zip _____

Previous Landlord _____ Phone # _____ Length _____

In Case of Emergency Notify _____ Mother's Maiden Name _____

EMPLOYMENT

Employer _____ Address _____

Supervisor _____ Company or Supervisor's # _____

Salary _____ Date of Hire _____

BANKING

Bank _____ Phone # _____ Address _____

Checking Acct. # _____ Savings Acct. # _____ Contact _____

Bank (2) _____ Phone # _____ Address _____

Checking Acct. # _____ Savings Acct. # _____ Contact _____

BUSINESS REFERENCES

CPA Firm _____ Contact Name _____ Phone # _____

Law Firm _____ Contact Name _____ Phone # _____

OCCUPANTS

Adults _____ Children _____

I authorize The Credit Connection, Inc. to conduct inquiries concerning my employment, income, references from Landlords and mortgage institutions, Banks, including balances and standing information. I authorize all persons at the above institutions, including Attorneys and CPA's, to furnish all information requested of you. In compliance with the FCRA, I understand I may not view a copy of the report being furnished to the Landlord or Employer. I authorize to all above that a photocopy or facsimile copy of my signature and authorization will serve as an original. I agree that all above information is true and that I am of legal age (18 years of age or above) to enter into this contract. I further agree that I am not renting an apartment under any other name and I have never been dispossessed. I agree that the owner has the sole right to accept or reject this application; also any misrepresentation by me may be cause for rejection by the Landlord, Management Company, or Board of Directors. I understand that all processing fees are non-refundable.

Signature of Applicant _____ Date _____

IN ACCORDANCE WITH THE APARTMENT CORPORATION'S POLICY, DOGS, WASHING MACHINES AND COMMERCIAL VEHICLES WILL NOT BE PERMITTED		
PLEASE INITIAL	<input type="checkbox"/>	<input type="checkbox"/>