



## LEASE APPLICATION PROCESS

There is a **non-refundable fee of \$75** per applicant/ guarantor for the credit verification process.

**ALL** documents concerning your application can be faxed to **212.251.0145** or emailed to [rentals@MasonNYC.com](mailto:rentals@MasonNYC.com).

**Documents are due within 24 hours of the application. Please be prepared to sign a lease within 2 days of your APPROVED application.**

**IF YOUR APPLICATION IS NOT COMPLETED WITHIN 48 HOURS, THE APARTMENT WILL BE PUT BACK ON THE MARKET.**

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**DOCUMENTS NEEDED: Photo I.D. required for each application (please do not fax)**

**A. IF YOU WORK FOR A COMPANY (monthly rent x 40):**

- Employment Letter on Employer's letterhead verifying length of employment and annual income for past 2 years (include any bonus, rental allowance or additional income).
- Copy of your three (3) most recent pay stubs indicating YTD details.
- Prior W-2 or first 2 pages of most recent tax return.
- Three (3) most recent bank statements plus savings if needed. **Must indicate a minimum of 3 months on hand.**
- Letter of reference from your prior landlord and either cancelled rent checks for past 3 months or bank statement indicating rent payments.
- Copy of Photo ID.

**B. IF YOU ARE SELF-EMPLOYED OR COMMISSION BASED:**

- Letter from your accountant verifying length of employment, type of business and annual income for past 2 years.
- Copy of your complete federal income tax return for the past 2 years (including all schedules, W2 & 1099 forms).
- Three (3) most recent bank statements plus savings if needed. **Must indicate a minimum of 6 months on hand.**
- Letter of reference from your prior landlord and either cancelled rent checks for past 3 months or bank statement indicating rent payments.
- Copy of Photo ID.

**C. IF YOU ARE A STUDENT:**

- Copy of Passport or Visa
- Copy of school acceptance letter indicating school name, study, and length of study.
- Three (3) most recent bank statements plus savings if needed. **Must indicate a minimum of 3 months on hand.**

**D. GUARANTOR REQUIREMENTS (monthly rent x 80)**

- All items listed in A or B above (whichever is applicable)

**NOTE: You will be required to submit separate bank checks or money orders at your lease signing – one for the first month rent PLUS any prorated rent and the other for the security deposit. Please make all checks payable to: "The Mason"**



RESIDENTIAL LEASE APPLICATION

(Each Applicant and Guarantor Must Complete a Separate Application)

APPLICATION DATE: \_\_\_\_\_

Apt # \_\_\_\_\_ Apt. Type: \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_ Security \$ \_\_\_\_\_

Requested Lease Start Date: \_\_\_\_\_ Lease Term:  1 year  18 months  2 years

Check one:  Prospective Tenant/ Leaseholder  Guarantor

PERSONAL HISTORY

Full Name of Applicant: \_\_\_\_\_ Social Security #: \_\_\_\_\_ DOB: \_\_\_\_\_

Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_ Home #: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Basis for presence in US:  US Citizen  Permanent Resident (Green Card holder)  Temporary Resident (no green card)

If Guarantor, describe relationship to Applicant: \_\_\_\_\_

Any Pets?  YES  NO If YES, # of pets? \_\_\_\_\_ Total Weight: \_\_\_\_\_ lbs Breed: \_\_\_\_\_

RENTAL/ RESIDENCE HISTORY

I. Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Manager/ Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_ Rent Amount: \_\_\_\_\_

Own/ Rent: Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Was Rent Paid in Full? \_\_\_\_\_

II. Previous Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Manager/ Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_ Was Rent Paid in Full? \_\_\_\_\_

Own/ Rent Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

EMPLOYMENT HISTORY

Current Employer: \_\_\_\_\_ How Long: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Work Email: \_\_\_\_\_

Position: \_\_\_\_\_ Annual Income: \$ \_\_\_\_\_ Bonus: \$ \_\_\_\_\_ Other Source of income: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ How Long: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Work Email: \_\_\_\_\_

Position: \_\_\_\_\_ Annual Income: \$ \_\_\_\_\_ Bonus: \$ \_\_\_\_\_ Other Source of income: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

## REFERENCES

**Savings Bank:** \_\_\_\_\_ Account #: \_\_\_\_\_ Name on Account: \_\_\_\_\_

Address: \_\_\_\_\_

**Checking Bank:** \_\_\_\_\_ Account #: \_\_\_\_\_ Name on Account: \_\_\_\_\_

Address: \_\_\_\_\_

## EMERGENCY CONTACT

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Relationship: \_\_\_\_\_

## GENERAL INFORMATION

Have you ever broken a lease to an apartment?  YES  NO If so, explain \_\_\_\_\_

Have you ever been evicted from an apartment?  YES  NO If so, explain \_\_\_\_\_

Have you ever been sued for damages to an apartment?  YES  NO If so, explain \_\_\_\_\_

Have you been in Landlord-Tenant court?  YES  NO If so, explain \_\_\_\_\_

Have you ever filed for bankruptcy?  YES  NO If so, explain \_\_\_\_\_

Do you have any outstanding judgments?  YES  NO If so, explain \_\_\_\_\_

Have you ever been charged with a crime?  YES  NO If so, explain \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?  YES  NO If so, explain \_\_\_\_\_

How did you find this apartment?

NY Times Ad  Word of Mouth  Signs/ Billboards  Website (List Website) \_\_\_\_\_

Other Advertising Publication \_\_\_\_\_  Broker \_\_\_\_\_

## ADDITIONAL INFORMATION

Please provide any additional information that you believe will assist us in evaluating your stability as a prospective tenant. This includes but is not limited to facts that reflect your character as well as activities or events that may impact the owner's decision to rent to you in a negative manner, such as allegations of professional or other misconduct in violation of law or adverse legal determinations.

**AUTHORIZATION FORM FOR CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS**

In connection with your  application for hiring of a dwelling and/or during tenancy, or  application for employment and/or continued employment with the company (Please select applicable box), understand that consumer reports or investigative consumer reports which may contain public record information may be requested or made on you including consumer credit, criminal records, landlord-tenant court records, driving record, education, prior employer verification, workers compensation claims and others. These reports may include experience information along with reasons for termination of past employment. Further, understand that information from various Federal, State, local and other agencies which contain your past activities may be requested. A consumer report or investigative consumer report containing injury and illness records and medical information may be obtained only after a tentative offer of employment has been made.

By signing below, you hereby authorize without reservation, any part or agency contacted by **[Client Name]** or CoreLogic SafeRent, Inc., to furnish the above-mentioned information. You further authorize ongoing procurement of the above-mentioned reports at any time during tenancy or employment (or contract). You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original. By signing below, you also authorize without reservation CoreLogic SafeRent, Inc. to provide an applicant's information to various government, law enforcement, and Consumer Reporting Agencies.

You have the right to make a request of CoreLogic SafeRent, Inc., upon proper identification and the payment of any legally permissible fees, for the information in its files on you at the time of your request.

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about you to furnish CoreLogic SafeRent, Inc. with any and all background information in their possession regarding you, in order that your employment qualifications may be evaluated.

For California, Minnesota or Oklahoma applicants only, if you would like to receive a copy of the consumer report, if one is obtained, please check this box.  If checked and you are a California applicant, a copy of the consumer report will be sent within three (3) days of the employer receiving a copy of the consumer report.

For California applicants only, if public record information about your character, general reputation, personal characteristics, and mode of living is obtained without using a consumer reporting agency, you will be supplied a copy of the public record information within seven (7) days of the employer's receipt unless you check this box  where you hereby waive your right to obtain a copy of the consumer report.

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Full Name: First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Current Street Address: \_\_\_\_\_ Apt.#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security or Individual Tax Identification Number (ITIN): \_\_\_\_\_

Drivers License/ID Number: \_\_\_\_\_ Drivers License/ID State: \_\_\_\_\_

*The following is for identification purposes only to perform the background check.*

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Race: \_\_\_\_\_ Gender: (M or F) \_\_\_\_\_  
(MM/DD/YYYY)

List Maiden or Other Names Used: \_\_\_\_\_

Professional License: \_\_\_\_\_ State: \_\_\_\_\_ Type: \_\_\_\_\_ Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**CREDIT CARD AUTHORIZATION**

**Property Address:** \_\_\_\_\_ **Apt #:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_

Terms: The name that will appear on your credit card statement is “**Madison Development Group d/b/a The Mason**” The credit check fee is non-refundable. **PLEASE KEEP A COPY OF THIS AS YOUR RECEIPT.**

Check one:  Visa  MasterCard  Discover  American Express

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

3 Digit Security Code: \_\_\_\_\_

Fee Amount: \$ \_\_\_\_\_

**Cardholder’s Contact**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Cardholder Billing Address**

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby authorize **Madison Development Group d/b/a The Mason** to charge my credit card as described above for tenant screening services to be rendered pursuant to an application for tenancy at the property described above.

Cardholder’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_



RENTAL HISTORY VERIFICATION

Tenant Name: \_\_\_\_\_

Tenant Address: \_\_\_\_\_

Is this a current tenant?  Yes  No

If this is NOT a current tenant, please indicate if:

- Proper notice was given  The tenant was asked to leave  The security deposit was refunded

Was the tenant's name on the lease?  Yes  No Monthly Rent: \$ \_\_\_\_\_

Was this tenant a prompt payer?  Yes  No

Date Occ. Started: \_\_\_\_/\_\_\_\_/\_\_\_\_ Lease End Date/ Move-Out Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Was the lease fulfilled?  Yes  No # of Late Notices: \_\_\_\_\_ # of Bounced Checks: \_\_\_\_\_

Did you document any complaints regarding noise, pets, smoking or parking?  Yes  No

If Yes, Please describe:

Were there any pets in the unit?  Yes  No

Were any of the pets unauthorized?  Yes  No

Did the pets, if any, cause damage?  Yes  No

Current Account Standing:

Paid in Full  Yes  No Overdue  Yes  No Referred to Collections  Yes  No

Profit/ Loss Writeoff  Yes  No Eviction Proceedings Begun  Yes  No Other \_\_\_\_\_

Would you rent to the tenant again?  Yes  No

Additional Comments: [Empty box]

Thank you!

Please fax to 212.251.0145 or email: rentals@MasonNYC.com

The information stated here and above is true and complete to the best of my knowledge.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Contact # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_