

**REFCO MANAGEMENT CO. INC.**

**P.O BOX 807**

**WURTSBORO NY 12790**

**PH - 845-888-5246**

**FAX - 845-888-8312**

**[WWW.REFCOMANAGEMENT.COM](http://WWW.REFCOMANAGEMENT.COM)**

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**Managing Agent - Evelyn DeGuzman - Email [Raven3395@aol.com](mailto:Raven3395@aol.com)**

**Managing Agent - Frank DeGuzman - Email [Frankrefco@aol.com](mailto:Frankrefco@aol.com)**

Date:

To: Prospective Tenant

Re; Application to Tenant

Dear Tenant

Attached is the application package you have requested. Please review and complete in full. Attached copies of all necessary documents and complete each form. Should you need assistance please feel free to contact my office.

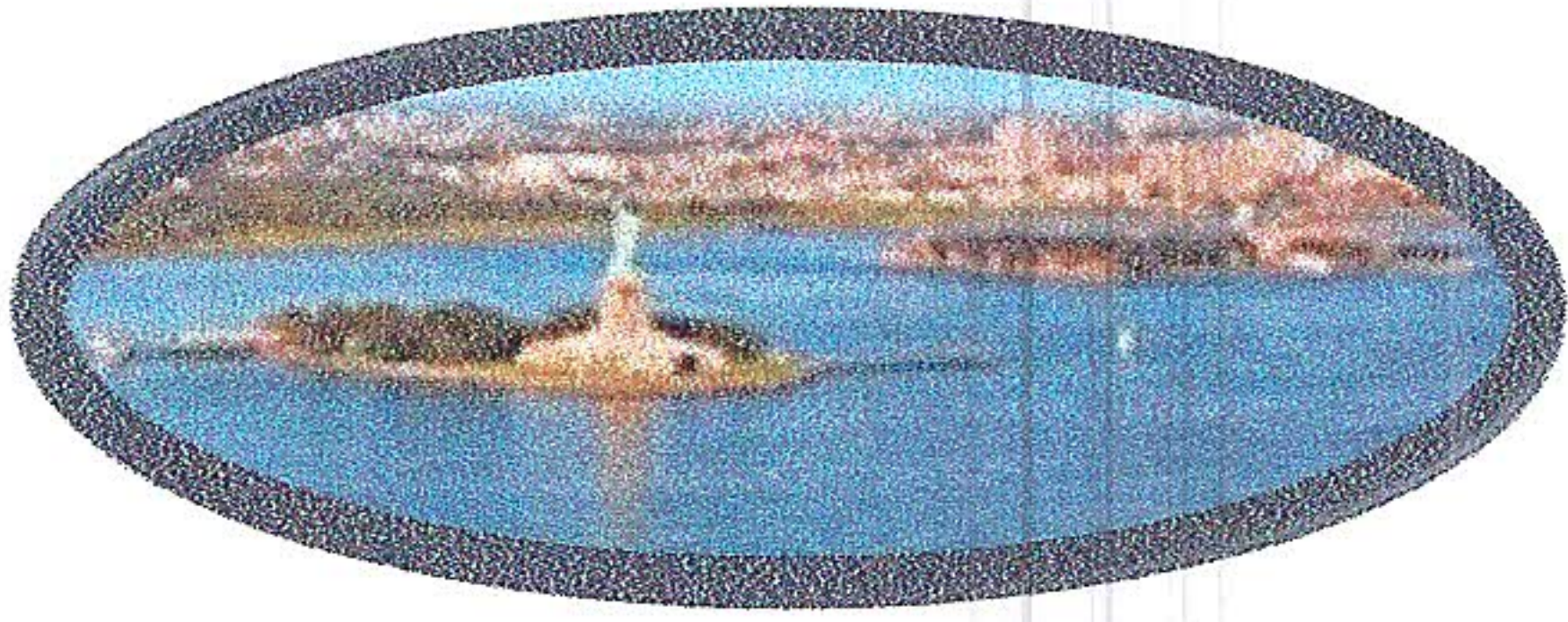
The entire process, once received in this office and complete with all the necessary documentation should take approximately one week.

Thank you for your attention in this matter.

Sincerely,

  
Evelyn A. DeGuzman





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## **RENTAL APPROVAL PROCESS**

### **BELOW IS THE LIST OF ALL REQUIRED DOCUMENTS:**

- 1-W-2 FORM FROM PREVIOUS YEAR
- 2- FINANCIAL STATEMENTS REFLECTING NET WORTH.
- 3- COPY OF LATEST PAYSTUB.
- 4- THREE PERSONAL REFERENCES.
- 5- THREE FINANCIAL REFERENCES.
- 6-CREDIT REPORT AUTHORIZATION SIGNED.
- 7- LETTER FROM CURRENT LANDLORD.
- 8- LETTER FROM CURRENT EMPLOYER.
- 9- COPY OF DRIVERS LICENSE AND SOCIAL SECURITY CARD.
- 10 -SIGNED COPY OF THE BUILDINGS HOUSE RULES (ON WEBSITE)

**APPLICATIONS CAN BE EITHER FAXED OR E-MAILED**



