



# NEW SAGE

PROPERTY MANAGEMENT

415 E. Olive Avenue, Suite 1, Turlock, CA 95380  
www.NewSagePM.com • (209) 632-2556

A complete separate application is required from each adult (anyone 18 years and older) who intends to reside at the property. New Sage Property Management requires \$30.00 as a processing fee to check income, rental or home ownership history, and credit, including the co-signer, if applicable. The fee is non-refundable if the application is processed and must be in the form of cash, check or money order only. All applications must be submitted to New Sage Property Management at 415 East Olive Avenue, Suite 1, Turlock, CA 95380.

Renter's insurance is not required but it is recommended. Renter's insurance policies are designed to cover YOU in the event of loss to your personal property and protect you in the event you are responsible for injury or property damage to others in your rented home.

The following are our minimum requirements in order to rent a property from New Sage Property Management:

1. You must have good credit,
2. Good rental references from your past and present landlords,
3. And your monthly income must be at least 3 times the amount of rent.

When turning in an application, the following information must accompany your application:

4. Current driver's license or ID card,
5. Social Security card or something verifying your Social Security number (tax return, military ID card, Health Insurance card, etc.)
6. Proof of income for 1 month (copy of current paycheck stubs, bank account statement, tax return or a letter from your employer.)

All blanks on the application must be filled in. Where a question does not apply, please write "none" or "N/A", as applicable. Missing or incomplete information may delay or prevent verification, permitting another application to be approved before yours.

Should New Sage Property Management be unable to verify any of the information on the application or if any of the statements are found to be false, the application will be denied. Applications are processed as quickly as possible. Applications will not be pre-screened. Once an application has been processed, you will be notified of the result via telephone.

An approved application does not guarantee you any unit. An approved application will only determine your eligibility to rent the unit you have applied for. Your application will be kept on file for 3 months, unless any conditions have changed. If your application is denied, it will most likely be denied for any of our properties. If you wish to change properties, you may be asked to reapply for that property.

If your application is approved a full holding deposit will be taken. The holding deposit must be in the form of cash, check or money order. This will hold the property for a maximum of 2 weeks. If at any time after the 2 weeks for any reason tenant or landlord does not start rent or move in, the deposit is non-refundable. Once the lease is signed the holding deposit becomes a security deposit.

A one year lease will be required and signed by all adults who will be leasing the unit before you are given the keys. This will also include the co-signer if one is needed. A full first month rent and full deposit is required before signing the lease and receiving the keys. The day you sign the lease and are given the keys is the day your rent begins.

Rent is always due on the 1<sup>st</sup> of each month, no later than the 5<sup>th</sup> day of that month. After 4:00p.m. on the 5<sup>th</sup> day, the rent is considered late. NO EXCEPTIONS WILL BE MADE!

If you do not agree with any of the foregoing, do not submit an application.

I irrevocably authorize New Sage Property Management to keep a copy of the application and all documents submitted. Your signature is your agreement to the above.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

New Sage Property Management supports fair housing. We do not refuse to lease or rent any property nor in any other way discriminate against a person because of sex, marital status, race, creed, religion, age, familial status, physical, or mental handicap, color or national origin.



APPLICATION TO RENT/SCREENING FEE
(C.A.R. Form LRA, Revised 11/13)

I. APPLICATION TO RENT

THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANCIPATED MINOR.

1. Applicant is completing Application as a (check one) tenant, tenant with co-tenant(s) or guarantor/co-signor. Total number of applicants

2. PREMISES INFORMATION
Application to rent property at
Rent: \$ per Proposed move-in date ("Premises")

3. PERSONAL INFORMATION
A. FULL NAME OF APPLICANT
B. Date of Birth (For purpose of obtaining credit reports. Age discrimination is prohibited by law.)
C. Social Security No. Driver's License No.
D. Phone Number: Home Work Other
E. Email
F. Name(s) of all other proposed occupant(s) and relationship to applicant

G. Pet(s) or service animals (number and type)
H. Auto: Make Model Year License No. State Color
Other vehicle(s):

I. In case of emergency, person to notify
Relationship
Address Phone

J. Does applicant or any proposed occupant plan to use liquid-filled furniture?
K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years?
L. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony?
M. Has applicant or any proposed occupant ever been asked to move out of a residence?

4. RESIDENCE HISTORY
Current address Previous address
City/State/Zip City/State/Zip
From to From to
Name of Landlord/Manager Name of Landlord/Manager
Landlord/Manager's phone Landlord/Manager's phone
Do you own this property? Did you own this property?
Reason for leaving current address Reason for leaving this address

5. EMPLOYMENT AND INCOME HISTORY
Current employer Previous employer
Current employer address Prev. employer address
From To From To
Supervisor Supervisor
Supervisor phone Supervisor phone
Employment gross income \$ Employment gross income \$
Other income info Other income info

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Applicant's Initials ( ) ( )
Reviewed by Date



APPLICATION TO RENT/SCREENING FEE (LRA PAGE 1 OF 2)

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

**6. CREDIT INFORMATION**

Name of creditor	Account number	Monthly payment	Balance due

Name of bank/branch	Account number	Type of account	Account balance

**7. PERSONAL REFERENCES**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_

**8. NEAREST RELATIVE(S)**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Applicant understands and agrees that: (I) this is an application to rent only and does not guarantee that applicant will be offered the Premises; (II) Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant, and (III) Applicant will provide a copy of applicant's driver's license upon request.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to: (i) verify the information provided; and (ii) obtain a credit report on applicant and other reports, warnings and verifications on and about applicant, which may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, employment and tenant history. Applicant further authorizes Landlord or Manager or Agent to disclose information to prior or subsequent owners and/or agents.

If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned.

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Return your completed application and any applicable fee not already paid to: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**II. SCREENING FEE**

**THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.**

Applicant has paid a nonrefundable screening fee of \$ \_\_\_\_\_, applied as follows: (The screening fee may not exceed \$30.00, adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index. A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov. The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$42.06 as of 2009.)

\$ \_\_\_\_\_ for credit reports prepared by \_\_\_\_\_;  
 \$ \_\_\_\_\_ for \_\_\_\_\_ (other out-of-pocket expenses); and  
 \$ \_\_\_\_\_ for processing.

The undersigned has read the foregoing and acknowledges receipt of a copy.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature \_\_\_\_\_ CalBRE Lic. # \_\_\_\_\_ Date \_\_\_\_\_

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Reviewed by \_\_\_\_\_ Date \_\_\_\_\_





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## Verification of Rental History

TO: \_\_\_\_\_

We are requesting verification of rental history for the individual named below, who states they are a present or former tenant.

I, \_\_\_\_\_, hereby authorize any person or company to supply New Sage Property Management with any information requested concerning me.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### *Office Use Only*

Rental history of \_\_\_\_\_

Date moved in \_\_\_\_\_ Moved out \_\_\_\_\_ Monthly rent \$ \_\_\_\_\_

Was rent paid on time? \_\_\_\_\_ Number of times late? \_\_\_\_\_

Noise complaints/problems? \_\_\_\_\_

Condition of rental unit: \_\_\_\_\_

Any damage? \_\_\_\_\_

Any pets? \_\_\_\_\_

Would you rent to them again?

Overall rating as a tenant (i.e. Good, Fair, Poor) Explain.

Did they give notice to move? \_\_\_\_\_

If former tenant, did you return full security deposit? \_\_\_\_\_

Person providing information: \_\_\_\_\_

Signature of person providing information: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Thank you for your cooperation in this matter. Please return the information above as soon as possible to Anita@NewSagePM.com or 415 E. Olive Ave, Suite 1, Turlock, CA 95380.