

Residential Application

Application Instructions

Please complete the fillable application below and print. Once complete, mail or drop the application off at 3737 Woodland Suite 100 West Des Moines, IA 50266. We cannot process applications electronically at this time.

Payment Instructions

Application Fees are \$35.00 per applicant. Applications will not be processed until payment is received. Payment options include cash, check, or cashier's check. Please mail or drop off the payment made out to Optimum Residential Management, LLC at 3737 Woodland Suite 100 West Des Moines, IA 50266.

Processing

Applications will be processed as soon as possible and in the order they were received.

Questions

If you have any questions regarding the application or process please contact Optimum Residential Management at 515-224-0511.

Residential **APPLICATION**

APPLICANT INFORMATION

Name:

Date of birth:

SSN:

Phone:

Present address:

City:

State:

ZIP Code:

Previous address:

Date In:

Date Out:

Owner/MGR Name:

Owner/MGR Phone Number:

Reason For Moving:

COMPLETE SECTIONS 2&3 ONLY IF YOU HAVE LIVED AT ADDRESS #1 FOR LESS THAN FIVE YEARS.

Previous Address:

City:

State:

ZIP Code:

Date In:

Date Out:

Reason for Moving:

Owner/MGR Name and Phone Number:

Previous Address:

How long?

Date In:

Date Out:

City:

State:

ZIP Code:

Date In:

Date Out:

Reason for Moving:

Owner/MGR Name and Phone Number:

CO-APPLICANT INFORMATION, IF FOR A JOINT ACCOUNT

Name:

Date of birth:

SSN:

Phone:

Current address:

City:

State:

ZIP Code:

Own Rent (Please select one)

Monthly payment or rent:

How long?

Previous address:

City:

State:

ZIP Code:

Owned Rented (Please circle)

Monthly payment or rent:

How long?

EMPLOYMENT INFORMATION

Present Occupation:

Name of Employer:

How long with Employer?

Phone:

E-mail:

Fax:

City:

State:

ZIP Code:

Position:

Hourly Salary (Please select One)

Annual income:

Previous employer (if have been with present employer less than 5 years):

Address:

Phone:

E-mail:

Fax:

City:

State:

ZIP Code:

Position:

Hourly Salary (Please select one)

Annual income:

APPLICATION INFORMATION CONTINUED

**Residential
APPLICATION**

Have you ever been evicted, if yes, please explain:

Have you been or you presently an illegal abuser of a controlled substance? Y or N

Have you ever been convicted of illegal manufacturing or distribution of any controlled substance?

PLEASE LIST ALL PROPOSED OCCUPANTS, IN ADDITION TO YOURSELF

Name	Age		

IN CASE OF EMERGENCY, NOTIFY:

Name	Phone	Email	Relationship

PERSONAL REFERENCES:

Name	Phone	Email	Relationship/Years known

AUTOMOBILES:

Make/Model	Year	License Number	

Motorcycles/Other Vehicles

Applicant represents that all of the above statements are true and correct and hereby authorizes verification of the above items including but not limited to the obtaining of a credit report and agrees to furnish additional credit references upon request. Any false statements made above shall be sufficient cause for Landlord to cancel and terminate any agreement made with application.

The undersigned makes application to rent housing accommodations designated as:

Forest Avenue Village, located at 3201 Forest Ave. Des Moines, IA 50311 and upon approval of this application agrees to sign a rental or lease agreement to pay all sums due, including required deposits, before occupancy.

Signature of applicant	Date
Signature of co-applicant, if for joint account	Date