

# Residential Application

## Application Instructions

Please complete the fillable application below and print. Once complete, mail or drop the application off at 5000 Westown Parkway, Suite 400, West Des Moines, IA 50266. We cannot process applications electronically at this time.

## Payment Instructions

Application Fees are \$25.00 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 Forest Avenue Apartments, LLC at 5000 Westown Parkway, Suite 400, 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 Knapp Properties at 515-223-4000.

# RENTAL APPLICATION

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

Apartment Rent: \$ \_\_\_\_\_

\*\*\*\*\*PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY\*\*\*\*\*

**FULL NAME #1:** \_\_\_\_\_ S.S.#: \_\_\_\_\_  
 Cell Phone #: \_\_\_\_\_ DOB: \_\_\_\_\_ EMAIL Address: \_\_\_\_\_  
**Present Address:** \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Rent Amount: \$ \_\_\_\_\_ How Long You've Lived There: \_\_\_\_\_ Home Phone #: \_\_\_\_\_  
 Landlord: \_\_\_\_\_ Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Position: \_\_\_\_\_ Mo. Income: \$ \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Have you ever been convicted of a felony? Yes \_\_\_ No \_\_\_ Type of Felony \_\_\_\_\_ Years ago? \_\_\_\_\_  
 Have you ever been evicted? Yes \_\_\_ No \_\_\_

**PREVIOUS:**  
 Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Rent Amount: \$ \_\_\_\_\_ How Long You've Lived There: \_\_\_\_\_ Home Phone #: \_\_\_\_\_  
 Landlord: \_\_\_\_\_ Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Position: \_\_\_\_\_ Mo. Income: \$ \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone#: \_\_\_\_\_

**VEHICLE:**  
 Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Plate # \_\_\_\_\_  
 Driver's License Number: \_\_\_\_\_

**IN CASE OF AN EMERGENCY. LIST RELATIVE:** \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**FULL NAME #2:** \_\_\_\_\_ S.S.#: \_\_\_\_\_  
 Cell Phone #: \_\_\_\_\_ DOB: \_\_\_\_\_ EMAIL Address: \_\_\_\_\_  
**Present Address:** \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Rent Amount: \$ \_\_\_\_\_ How Long You've Lived There: \_\_\_\_\_ Home Phone #: \_\_\_\_\_  
 Landlord: \_\_\_\_\_ Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Position: \_\_\_\_\_ Mo. Income: \$ \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Have you ever been convicted of a felony? Yes \_\_\_ No \_\_\_ Type of Felony \_\_\_\_\_ Years ago? \_\_\_\_\_  
 Have you ever been evicted? Yes \_\_\_ No \_\_\_

**PREVIOUS:**  
 Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Rent Amount: \$ \_\_\_\_\_ How Long You've Lived There: \_\_\_\_\_ Home Phone #: \_\_\_\_\_  
 Landlord: \_\_\_\_\_ Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Position: \_\_\_\_\_ Mo. Income: \$ \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone#: \_\_\_\_\_

**VEHICLE:**  
 Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Plate # \_\_\_\_\_  
 Driver's License Number: \_\_\_\_\_

**IN CASE OF AN EMERGENCY. LIST RELATIVE:** \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

\*\*\*\*\*  
 I/We, the undersigned, certify that the information given on this application is declared to be factual and true. (Management reserves the right to reject any application because of misrepresentation.) I/We agree to allow management to obtain a copy of my credit report from a credit bureau. If this application is accepted, I/We will abide by all of the policies of management. I/We acknowledge that acceptance of this application deposit does not imply approval, and application deposit will be returned in event of rejection. I/We FURTHER ACKNOWLEDGE THAT THIS DEPOSIT WILL BE FORFEITED IN FULL AS LIQUIDATED DAMAGES IF I/We DO NOT ACCEPT OCCUPANCY ON APPROVAL OF THIS RENTAL APPLICATION. I/We understand that I/We will acquire no rights to an apartment until: 1) Approval and acceptance of this application; 2) A rental agreement is signed by all parties; 3) Remittance of an initial payment of \$ \_\_\_\_\_ of which twenty five dollars(\$25.00) will serve as an application processing fee and will not be refundable and the balance of the security deposit held by Landlord in trust to secure the performance of the rental agreement; 4) Payment of one full month's rent is paid in advance before occupancy of the apartment. A copy of the apartment lease contract and/or any community policies pertaining to this rental property are available to me/us should I/we wish to see them.

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

**FOR OFFICE ONLY:**  
 Application Approved: Yes \_\_\_ No \_\_\_ Reason Not Approved: \_\_\_\_\_  
 Date Applicant Notified: \_\_\_\_\_ Date Welcome/Denial Letter Sent: \_\_\_\_\_  
 Move-In Date: \_\_\_\_\_ Amount Due on Move-In Date: \_\_\_\_\_



# KNAPP PROPERTIES

## RESIDENT SELECTION CRITERIA AGREEMENT

I understand that my Knapp Properties apartment application is contingent upon my eligibility for the Knapp Properties rental program according to the rules and regulations established by the U.S. Department of Housing and Urban Development and my eligibility under Knapp Properties *Resident Selection Criteria*. I understand that Knapp Properties reserves the right to reject an application for Knapp Properties rental for any one or any combination of reasons listed below:

- -unverifiable current rental history
- -unverifiable past rental history
- -unacceptable current rental history
- -unacceptable past rental history
- -owing money at current rental
- -owing money at past rental
- -failure to provide rental history(or proof of residence) for the last two(2) full years
- -unacceptable credit history
- -failure to disclose requested information in the application
- -providing false or misleading information on the application
- -failure to meet Knapp Properties requirements
- -failure to cooperate with Knapp Properties requirements
- -failure to provide requested information in a timely manner (i.e.: within 10 days of written request)
- -failure to provide photo identification upon submitting the application for housing
- -a history of criminal convictions, including but not limited to the manufacturing or distribution of controlled substances, or convictions related to crimes of physical violence to persons or property which have occurred in the last 15 years and which may endanger the health, safety or welfare of other residents.
- -unacceptable behavior during the application process including, but not limited to, intoxication while conducting business with management staff, or abusive or threatening language or acts toward management or staff, residents or other persons on the property
- -applicants with pets must have prior written permission from Management with the exception of service animals that are considered to be auxiliary aids.

I understand and agree Management's rights to reject my application for Knapp Properties rentals for any of the above reasons. I further understand that Management has a written Resident Selection Plan and it is available at the rental office if I wish to review its contents.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Effective January 5<sup>th</sup>, 2000.

