

LEASE APPLICATION CHECKLIST

PLEASE INCLUDE DOCUMENTS WITH LEASE APPLICATION Send to:

normajeane@aimrealtymanagement.com

Fax numbers: 281-440-3571

Property: _____

Applicant(s): _____

Agent: _____

****Requested Move-in date:** _____ **(ASAP is not acceptable)**

The following items must be included for processing to begin:

- ☐ Lease Application on all occupants 18 years and older

****Must be on current TAR Lease Application form dated 5-15-24**

NOTE: all other previous versions will not be accepted**

ALL sections must be complete, including top of page 1 and Animals Section. **Insert "N/A" where necessary

Contact information for employer (who confirms employment at your company) and landlords for verifications purposes must be included. Explain any "yes" responses to questions on page 2 & 3 "Has Applicant Ever" section on top of page 3 (attach separate sheet if necessary)

- ☐ **Copy of valid (not expired) Government issued photo ID**

for each occupant 18 years or older

- ☐ **Copy of Social Security or ITIN card**

2 most recent paystubs and/or proof of other income

Sources (Self-employed applicants must provide 2 years tax returns as proof of income)

- ☐ **Animal Photo(s) (if applicable must be included)**

____ **Application fee receipt (submitter receives e-mail when paid online)**

****Receipt from applicant is not mandatory however payment of fee is required**